# GENERAL INFORMATION

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| **Job Title**: Warehouse Lead | **Exemption Status**: Non-exempt/Hourly |
| **Department:** Operations |

# POSITION SUMMARY

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| **The Position Summary describes the overall function of the job, which is described in three to five sentences.** |
| The person in this role is responsible for loading and unloading product, keeping the warehouse organized, monitoring and maintaining inventory and helping to make deliveries. |

# JOB RESPONSIBILITIES

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| * Deliver Orders on time to Customers.
* Check all orders for correct quantity and items at delivery
* Properly Load and Strap down items
* Assist with Picking orders and checking them for accuracy
* Help to keep the warehouse clean and safe
* Set-up and confirm delivery times
* Complete Daily Driver’s Log
* Maintain Upkeep of the truck – cleaning and scheduled maintenance
* Assisting the counter with the loading of customer orders
* Assist with Processing Transfers
* Assist in stocking and organization of warehouse
* Customer Service both on the road and on property
* Unloading and loading product with incoming freight
* Processing IFTA reporting for Warehouses
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# KNOWLEDGE, SKILLS, ABILITIES & WORKING CONDITIONS

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| * Must be dependable, self-motivated and have a strong work ethic
* Must be able to read and write daily correspondence
* Must be able to interact on a daily basis with customers
* Positive Attitude
* Ability to work in inclement weather loading and unloading product from truck
* Ability to work extended hours if needed
* Multi-tasking
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# QUALIFICATIONS – EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

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| * High School Diploma or Equivalent
* Minimum Class C – Non-CDL Driver’s license
* Must be able to Pass a Physical and be issues a Medical Card
* Clean driving record
* Must be able to pass a pre-employment drug test
* Forklift Certification
* Understanding of DOT laws
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# BENEFITS

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| **The Benefits are what the company offers full-time employees at time of hire.**  |
| * Medical, Dental, and Vision Insurance from Day 1
* Life Insurance and LTD – employer paid
* 401K with a match after 90 days
* 120 hours of Paid Time Off
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