



Position Description

Warehouse Lead

Purpose: Oversee functions of the warehouse and inventory control to provide efficiency and accuracy with projects and stock. Ensure stock is at appropriate levels to meet the demands for shop and customers.

Reports to:
Production Manager

Responsibilities:

1. **Lead:** Guiding, planning, monitoring, and assessing job results.
2. **Organization:** Receives material/pull from stock, check material lists for accuracy of material compared to what is received in and account for items going to jobs through EI software system and processes. Maintains warehouse cleanliness and organization by cleaning and keeping materials in appropriate and designated areas. Keep project locations and jobs organized with all material labeled and assigned to appropriate project.
3. **Planning:** Plan and implement new design layouts to improve productivity and efficiency.
4. **Inventory:** Control Inventory levels by conducting physical counts and reconciling with system.

Requirements:

- Devise ways to optimize inventory and warehouse procedures
- Inspect business supplies and raw material levels to identify shortages
- Notify purchasing to replenish stock
- Count inventory and correct any discrepancies
- Perform other tasks assigned by management

Physical Requirements:

- Work is performed while standing, sitting and/or walking.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 100 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes a