

Position Title: Warehouse Team Lead

Reports to: General Manager- Charlotte

Job Status: Non-Exempt

Position summary:

The Warehouse Team Lead is tasked with ensuring accurate and timely deliveries to jobsites by managing inventories and supervising a small delivery team, they will also need to assist with jobsite deliveries as needed.

Essential Functions:

- Manage day-to-day workload and performance of delivery drivers.
- Assist with routing the daily workload deliveries for delivery team.
- Make sure each delivery from the warehouse is complete, accurate and on time.
- Work with third-party logistics company to track Inventory received and stored in the warehouse.
- Receive punch part deliveries and store in warehouse.
- Maintain a safe, clean, organized warehouse and fleet.
- Work with other departments as necessary to resolve work-related issues.
- Plan work schedules and assign duties to maintain adequate staff for effective performance of activities and response to fluctuating workloads.
- Work with Human resources to resolve personnel problems, complaints, and formal grievances when possible.
- Deliver products to job sites as necessary.
- Keep records of deliveries received and associate paperwork and/or electronic files.
- Move cabinetry materials in a warehouse or on a jobsite location with a hand truck or by lifting.
- Safely load and unload cabinetry from a box truck.
- Traverse uneven terrain on jobsites while carrying materials.
- Lifting (up to 150 lbs), squatting, stair climbing, bending, twisting, turning, working with arms overhead.
- Confer with customers, drivers, third-party warehouse personnel, sales designers, operations personnel, and others to resolve matters such as work procedures, complaints, or scheduling concerns.
- Drive a 26-ft box truck, including backing up to a warehouse dock door.
- Motivate delivery drivers to perform their assigned tasks.
- Supervise a two-person delivery team.
- Use a computer to access and enter data.
- Other duties as assigned.

Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

- Time Management – managing one's own time and the time of others.
- Monitoring – monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective actions.
- Judgement and Decision Making-considering the relative costs and benefits or potential actions to choose the most appropriate one.
- Active Listening- Giving full-attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Excellent verbal and written communication skills required.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Attributes:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

Experience and Education:

Passion for sharing knowledge. 3 years' experience in a warehouse setting. Experience in the cabinetry industry is preferred. High school diploma or high school diploma equivalency.

At least five years of related experience.

Physical Demands:

Action	Rarely	Occasionally	Frequently
Stand			X
Walk			X
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl			X
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds			X
Lift up to 50 pounds			X

While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.

Human Resources Name	Human Resources Signature	Date

Supervisor/Manager Name	Supervisor/Manager Signature	Date
Employee Name	Employee Signature	Date