



## Job Description

**Job Title:** Warehouse Lead  
**Department:** Warehouse  
**Reports To:** Essex Plant Manager  
**FLSA Status:** Hourly, Non-Exempt  
**Revision Date:** February 2020

### Summary

Processes various inventory transactions for warehouse movement of components and finished goods. Performs fact-finding and troubleshooting when movements do not coincide with shop order, purchasing, or other inventory/warehouse activities. Responsible for leading all day-to-day warehouse activities and staff.

### Essential Duties and Responsibilities

- Assist or perform all aspects of receiving, production, staging and shipping. Operate all types of forklifts/warehouse equipment in a safe manner.
- Work with warehouse personnel and Account Management on inventory of raw and finished goods. Confirm quantities match our inventory system.
- Issue all needed packaging components to production.
- Ensure all returns of components from production are verified, returned to a bin location and processed.
- Confirm all finished inventory has been prepared per product specification and all documentation has been processed accurately. This includes entry of product and product released in our inventory system.
- Communicate any change that could impact our customer to the appropriate personnel.
- Process credit returns for returned goods on paper and in the inventory system.
- Perform and confirm all data from receivers has been inputted into the inventory system.
- Monitor shippable product to ensure shipments are scheduled and all necessary paperwork is complete.
- Perform and confirm all inventories from warehouse location are relieved via Sales Order Pick list.
- Work with the Plant Manager on planning activities to include such items as capacity, headcount, growth, budget and training.
- Comply with all safety policies, practices and procedures.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership and training to others through example and sharing of knowledge and skill. Mentor and provide guidance to support a team oriented environment.

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- Provide Warehouse personnel with training on an ongoing basis. To include OJT, forklift, JBS, quality standards and safety policies and practices.
- Lead all warehouse activities in the Warehouse Manager's absence. This includes providing assistance to warehouse staff, other Twincraft employees and outside parties.
- Communicate any personnel issues or concerns to Human Resources or VP of Manufacturing.
- Support and help implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

**Education and Experience**

Three to five years experience is preferred. However, a combination of skills and experience will be considered. Forklift certification and reach truck experience preferred.

**Personal Characteristics**

- Computer skills including:
  - Microsoft Office (including Outlook)
  - Database/Inventory Management Systems
- A problem solver, not a problem reporter.
- Ability to understand our customer's needs.
- Calm and effective under pressure
- Strong interpersonal skills
- Organized
- Self-starter
- Detail oriented
- Team focused