



JOB TITLE: Warehouse Inbound/Outbound Team Leader

DEPARTMENT: Shop/Production

FLSA STATUS: Exempt

Updated: December 2018

REPORTS TO: Director of Warehouse & Facilities

SUMMARY: The Warehouse Team Leader provides leadership with inbound and outbound warehousing of client projects assigned to the Leader. This position is responsible for adhering to the workload, processes and operations of the warehouse, taking direction and following through on daily tasks. The Warehouse Team Leader maintains communication with the Director on any warehouse issues and/or challenges that will delay the timeline of completion. The Warehouse Team Leader ensures the team projects are understood, process is followed and timelines are met as per the production schedule and shipping schedule.

Job Results, Essential Functions & Measures

Preparation of Outbound Projects (45%)

PRE PROJECT PLANNING

- For all inbound trucks coming from the Webster warehouse facility, managing what is coming in on the truck, staging the product and knowing it's location while in the Smith Street facility.
- Placing materials received into the proper areas for access and managing the location of those items for future use. (ie: plywood, lumber)
- Unload materials from trucks and place in appropriate location.
- Ensuring nothing moves from Smith Street facility to another warehouse without knowledge and documentation.
- Coordinate what is going to other facilities and tracking movement of properties from Smith Street.
- Access Shipping List weekly, and follow up on any potential inbound needs from other facilities.
- Raise any concerns to Director of Production before an issue creates a timeline going off target.
- Other duties as may be assigned from time to time.

Communication (35%)

- Communicate with driver bringing load over from Webster facility to coordinate delivery, unloading and staging area.
- Coordinate and communicate with Graphic Production on any shop logistics for graphic materials.
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Manager's Observation of:

- Zero repeat incidents of outbound issues.
- 100% billable hours at all times.
- Attendance during core shop/production peak seasons is at 100%.
- Employee has an overall understanding of where to locate materials and crates in the Shop at Smith Street.
- Skids and Crates are secure and ready for transit.
- Paperwork is completed and accurate without reminders to do so.
- Employee learns from errors to avoid repeating similar incidents.
- Communication between teams is clear.
- Setup schedules and timelines are met and in some cases exceeded.
- Cleanliness and organization of the Shop/Warehouse is maintained at all times.
- A minimum of 5 improvement areas are reviewed with the Director of Production and Executive Team annually.
- SOPs and documentation are written and finalized with Executive Team by 6/30/18.
- Maintain control of what is happening in the production/warehouse area at Smith Street.
- Adherence to all Policies, Procedures and Processes is evident and supported.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as noted in the RES Employee Handbook, regulatory expectations, quality and department standards, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Results, Essential Functions & Measures	
<ul style="list-style-type: none"> Assist the Director of Production on communication between departments. Coordinate and Communicate with Shop/Production on where materials and crates are located in the Smith Street facility. Post time Daily for all project work for Director of Production to approve. Raise any concerns to Director of Production before an issue creates a timeline going off target. Other duties as may be assigned from time to time. <p>Setup (30%)</p> <ul style="list-style-type: none"> Lead the new build set ups in the Smith Street Warehouse. Set up smaller exhibits individually. Load trucks when required. Maintain clean and organized set up areas. Utilizing the project list, ensure the set up and subsequently the pack of items is completed based on requirements. Take pictures of all set ups for review as per current policy. Oversee all set ups being conducted by others in the Smith Street facility to ensure efficiency and productivity. Have complete control of the warehouse side of the Shop/Production area at Smith Street. Raise any concerns to Director of Production before an issue creates a timeline going off target. Other duties as may be assigned from time to time. 	

Core Competencies	
<i>Accountability/Ownership</i>	⇒ Holds oneself accountable for doing whatever is needed to meet the commitments made around project outcomes.
<i>Attention to Detail</i>	⇒ Is thorough and precise in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently.
<i>Customer Focus</i>	⇒ Provides a consistent focus on serving the needs, concerns, objectives, and aspirations of others that shows a strong positive regard toward clients.
<i>Entrepreneurial Thinking</i>	⇒ Creates and seizes opportunities to increase current business and/or to expand into new global markets, products, or services; keeping abreast of current product developments and trends relative to market opportunities and competition.

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- Initiative* ➤ Identifies what needs to be done and does it before being asked or before the situation requires it.
- Planning and Organizing* ➤ Establishes a systematic course of action for self and/or others to assure accomplishment of specific objectives, determines priorities, and allocates time and resources effectively.
- Problem Solving* ➤ Creates relevant options for addressing problems and opportunities and achieving desired outcomes.
- Time Management* ➤ Manages multiple priorities and maintains effective levels of customer service.

Position Qualifications

Education & Experience	Mathematical Skills
High School Diploma with a minimum of 1 year of warehouse experience is preferred.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios.
Other	Reasoning Ability
Willingness to travel occasionally to other facilities and possess a Class B driver's license. Strong communication skills. Demonstrated ability to ensure quality, delivery and time/labor objectives. Demonstrated ability to meet timelines and targets.	Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Computer Skills	Physical Demands
Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level Microsoft Excel: Basic Skill Level Microsoft PowerPoint: Basic Skill Level ERP System: Basic Skill Level	While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret common trade journals, financial reports and legal documents.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

I have reviewed and understand the job requirements and physical demands of the job.
 Signature: _____ Date: _____

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