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# Example of Lead Warehouse Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of lead warehouse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead warehouse

* Ensures equipment is maintained by performing preventive maintenance checks
* Required to drive a golf cart, lift equipment, forklift, and pickup truck
* Ability to communicate priorities of tasks, duties and assignments to assure each function of warehouse is properly staffed based on current volume needs
* Ability to guide and coordinate up to 14 staff members and drive prompt processing of inbound and outbound volume each day to achieve the company's goals
* Knowledge to review and communicate daily volume requirements and metrics with staff to achieve the company's goals
* Ability to research errors or issues within their function
* Ability to conduct daily meetings to motivate team, keep staff informed on daily goals, and cover upcoming events
* Ensure all warehouse workers are trained according to B
* Trace and/or research customer orders per instructions by Customer Service
* Monitor and confirm records on incoming shipments

## Qualifications for lead warehouse

* Must have the ability to lift/handle 31-60 lbs
* 1-2 years of warehouse lead or supervisory experience strongly preferred
* Forklift certification is preferred, but not required
* Ability to work well as part of a team and with minimal supervision
* Oversee and participate in the shipping, receiving and storing
* Prepare, maintain and submit a variety of records