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# Example of Warehouse Lead Job Description

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

## Responsibilities for warehouse lead

* Supervising branch team members in various areas
* Maintain PIV fleet and accessories, to include reimaging VMU’s, Scannners, 5th Wheel Cameras
* This position will lead the wire room
* Responsible for the smooth operation of the selection dock(s) and processes
* Directs activities between selection and loading
* Monitors performance of production operators and recommends training or discipline
* Shipping product using Voxware
* Performs same duties as selection, forklift operator, loading and truck spotting
* Must have at least 3-4 years experience in a lead/managerial role
* Hiring, training and directing individuals who are performing entry level, factory work positions on one of our fast paced shifts

## Qualifications for warehouse lead

* Identifies and discards expired materials
* Monitors freight invoices for accuracy
* Ensures necessary paperwork and computer transactions are accurate for incoming components and finished product within the warehouse area
* Maintains all applicable training documentation
* Requires frequent bending and stooping
* Forklift Operator Certification/experience a plus