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# Example of Warehouse, Leader Job Description

Our company is hiring for a warehouse, leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for warehouse, leader

* Search WMS for inventory, when needed
* OT is required at the management’s discretion
* Performs audits which include interviewing, observation and written reports for specific functions within a department
* Performs Bill of Material audits, reports and maintains results, and assures corrections are completed as required
* Performs other required audits within department including safety, environmental, ISO, and other procedural audits
* Operates office machines (i.e., fax, phone, laminator, copier, computer, printer)
* Delivers operating supplies to designated area
* Responsible for accurate & timely LIS/Payroll activities
* Assists in department recycling efforts
* Identifies, isolates, and manages obsolete materials

## Qualifications for warehouse, leader

* Maintains inventory documentation and ongoing inventory accuracy tracking as required
* Maintains GMP standards for staging and storage areas
* Determines maintenance and repair priorities
* Reviews and analyzes major component repairs
* Store materials per their storage requirements and conditions…including Red Label/Dangerous Goods storage, low temperature storage
* Review and provide information to update warehouse documents SMP’s or SOP’s