# Example of Warehouse Lead Job Description

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Our company is growing rapidly and is looking for a warehouse lead. 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 lead

- Monitors performance of forklift operators and selectors and recommends discipline
- Receives product using RF technology
- Performs same duties as a warehouse worker, forklift operator and a selector
- Coordinates manpower and key points with supervisor/manager
- Complies with health and safety programs
- Ensures warehouse is in inspection condition
- Assists with the management of night warehouse associates
- Manages movement and transfers of materials
- Monitors activities within area of remit to ensure that efficiency and service level agreements are met
- Manages all aspects of attendance, absence, overtime, and maintains accurate records for own area of responsibility

## Qualifications for warehouse lead

- Strong computer skills, ability to navigate through the internet, MS Office, email & GMW is a plus
- Ability to prioritize & meet critical deadlines
- Ability to lift/carry, push or pull up to 50 pounds, climb ladders without assistance
- Must possess valid Drivers License & acceptable motor vehicle report
- Of EHS, GMP, Customer service & efficiency