



WAREHOUSE LEAD

As a warehouse lead you are responsible for the leading multiple teams to keep the warehouse organized, clean, and accurate. This includes communicating with all other departments about stock checks, sample requests, and adjustment requests. You are to help lead huddle ups and ensure all team members are given the chance to do warmups in the morning.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NO LIMITED TO:

- Responsible for helping to lead teams in warmups first thing in the morning.
- Doing audits on all the team member transactions.
- Organizing warehouse and keeping bins clean and accurate.
- Communicating with all departments for stock checks, adjustment requests, and sample requests.
- Creating 002 Material Request forms daily.
- Creating 001 Restock forms daily.
- Checking all STR's before loaded.
- Help to train all new hires.
- Help to cross train team members in all other warehouse jobs.
- Help to establish and enforce procedures to ensure inventory counts are accurate.
- Print and label all default bin locations.
- Assign and gather all requested dim wt. info and send to Items department.
- Performs other miscellaneous task & duties as directed by supervisors.

REQUIREMENTS AND SKILLS INCLUDE, BUT NOT LIMITED TO:

- Must have ability to work in a fast-paced environment
- Ability to recognize incorrect materials and communicate these issues with Inventory Controller for immediate correction.
- Ability to handle difficult situations, work well under pressure and react quickly to unknown and changing circumstances.
- Ability to prioritize multiple workloads and ensure each is completed on time
- Ability to work independently and as a team.
- Basic computer skills, including but not limited to Microsoft office and Outlook experience.
- Willingness to adapt to the changing environment of swiftly growing and evolving company.
- Able to lift a minimum of 50 pounds.



COMPENSATION

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, vision and voluntary life/AD&D insurance coverage, and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test