



Dispatch Lead

As the Lead, you will be responsible for assisting dispatch supervisor. Primary responsibilities: In charge of Expedited orders, Must Ship Requests from Customer Service, leading Order Picking team to maintain a cohesive through effective operation and communication. You will be accountable for your team's daily production goals. This position requires clear understanding of order pulling procedure, data entry accuracy, operation of equipment's, safety, and recordkeeping. Every day you are expected to bring positive mentality to the operations.

Responsibilities and Requirements are, but not limited to:

- * Responsible for all Expedited orders.
- * Responsible for must Ship Requests from Customer Service.
- * Communicate with customer service in a timely manner.
- * Print and schedule deliveries
- * Notify Inventory team of any Discrepancies
- * Help provide training to new team members regarding proper order pulling procedures
- * Responsible for Equipment Check lists are turned in by the pullers
- * Report damages or shortages to Supervisor
- * Responsible of ensuring all orders are picked in a timely manner
- * Assist pullers with issues they may have regarding RF Smart
- * Print and Dispatch orders - as when needed
- * Properly and safely use warehouse equipment, authorized to use to complete tasks (Cherry pickers, pallet jacks, ladders, dollies, PC, company software etc....)
- * Always Maintain a clean warehouse. Everyone is responsible to keep each bin organized after pulling not leaving boxes unsafe.
- * Maintain all warehouse equipment in good working order. Report any issues to a supervisor or Manager immediately.
- * Adhere to all company policies; including but not limited to attendance, safety, consistency, security and promote positive company culture
- * Performs other miscellaneous task & duties as directed by Supervisor or Manager
- * Job duties may change over time and additional job functions may become essential



Requirements and Essential Skills are, but not limited to:

- * Must have ability to work in a fast-paced environment
- * Minimum 1 year experience (3 years preferred)
- * Ability to handle difficult situation, work well under pressure and react quickly to unknown circumstances.
- * Ability to lift 50 lbs.
- * Ability to squat, sit, stand, walk, reach daily and as needed to perform all job functions
- * Willingness to adapt to the changing environment of swiftly growing and evolving company.
- * Must be able to work in a team as well as independently
- * Computer knowledge, including but not limited to Microsoft Office, Windows, and Outlook
- * Ability to prioritize multiple workloads and ensure each is completed on time.
- * Perform different job functions within the organizations warehouse department
- * Must be able to follow procedures, best practices, and report unsafe and unprofessional behavior
- * High School Diploma or Equivalent

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.