



BUYERS PRODUCTS JOB DESCRIPTION

JOB TITLE: Warehouse Departmental Leader

REPORTS TO: Operations Manager and Warehouse Manager

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS: A qualified Lead will:

- Manage the movement of products and personnel within the department in accordance with all Buyers Products policies and procedures while in compliance with all local, state and federal laws.
- Manage and develop all direct reports as to effectively train, evaluate, motivate, delegate and monitor their activities.
- Be accountable for their direct reports quality and quantity of work.
- Liaise with other departments in order to establish and maintain effective and relevant productivity pertinent to the company's goals and objectives.
- Have and maintain excellent attendance.
- Be responsible to uphold and enforce all company policies.
- Interpret instructions and implement actions accordingly.
- Participate in meetings, discussions and TEAM project activities.
- Report opportunities for improvement
- Be responsible for the organization and efficiency of their department.
- Assess relevant training needs for both the department and individuals.
- Arrange for the maintenance of all necessary equipment and materials in the department.
- Seek self-development opportunities.
- Work any and all overtime as needed.

REQUIRED KNOWLEDGE / SKILLS: A qualified Lead will:

- Have a thorough knowledge base of Buyers Products in regard to both product and processes.
- Have good decision making skills
- Have basic PC skills (Word, Excel, etc.)
- Have good organization, communication and documentation skills.

REQUIRED EDUCATION / EXPERIENCE:

Candidate must have a working knowledge of Buyers Products warehouse processes.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

- Ability to lift up to 70 pounds consistently
- Able to be on their feet for multiple hours per day

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, based upon company requirements and needs of the business.

Additional information

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	