



JOB DESCRIPTION

Position:	Warehouse Lead Hand – Nightshift
Shift:	Sunday to Thursday (10:30pm to 6:30am) or until all trucks are loaded and work is complete.
Reports to:	Nightshift Warehouse Supervisor
Overview:	The Team leader leads by example and oversees the day-to-day activities in the loading of trucks. Monitor workflow, assign work, create individual development plans etc. and ensure work is completed accurately and in a timely manner to respond to customer needs.

Lead Hand Overview

- Coordinates with the Order Manager and dispatch department in effort to prepare trucks for loading.
- Coordinate and investigate any missing orders not found in loading.
- Reports back to the sales team any orders that remain outstanding on the shipping floor.
- Coordinate the training of new staff
- Maintains data that reflects the productivity flow of the shift.
- Maintain a direct line of communication with the Midnight Shift Warehouse Supervisor and Warehouse Team on daily operations and projects.
- Ensure all trucks and booms are loaded accurately and ensure trucks leave the yard in a timely manner.
- Keep warehouse and yard areas clean and clutter free. Regularly conduct workplace inspections and ensure equipment and tools are maintained.
- Act as a leader to ensure Quality, Health and Safety issues and concerns are reported and addressed
- Accurately load trucks or booms when necessary to ensure we meet customer time call requests
- Accurately document remaining orders staged on the shipping floor and investigate
- Maintain a clean and safe warehouse.
- Any other duties as requested

Minimum Requirements:

- Hours are 10:30 pm to 6:30am or until all trucks are loaded
- Extra hours may be required to meet the department demands
- Possess strong leadership qualities, great communication skills, and strong organizational skills with the ability to multitask in a fast paced environment.
- Strong knowledge of warehouse procedures, processes and techniques including packaging, sorting, stacking, product placement/picking, loading, and inventory control.
- Knowledge of logistics including carriers, shipping policies, and procedures.
- Self-motivated, strong time management skills and can work with minimal supervision.
- Basic computer / keyboarding skills. Capable of following written / verbal instructions.
- Good attitude toward workplace, products, customers, and co-workers
- Punctual and good attendance