

Job Description			
Job Title	<b>Warehouse Lead</b>		
Department	Warehouse	Division	Global Group – GSS
Last Update	February 22, 2016	Work Location	Houston or Branches

### Health, Safety, Security and Environment

Every individual has a duty to themselves and to those around them to be aware of and work to eliminate hazards in the work place that could cause injury, illness, property damage or harm to the environment.

### Job Summary

Leads a warehouse team. Performs many of the same duties as team members, but time is split between production and coordinating the efforts of the team.

Assists in the receiving and shipping of stainless and carbon steel industrial products, including fittings, flanges, pipe, and valves.

### Essential Responsibilities (list key / essential job responsibilities)

Reviews daily requirements, assigns and monitors work. Reviews work of team for accuracy and progress. Trains team to improve safety, skills, productivity, quality and process.

Models safe working practices and assists supervisor or manager in ensuring compliance.

Provides input to HR related decisions.

#### Performs one or more of the following:

Breakdown and verifies inbound material for stock using EPICOR and the associated barcoding and scanning equipment provided. Works with the team to ensure a safe, timely and accurate receipt to stock.

Pulls and packages customer orders timely and accurately, using a stock picker, reach truck, side loader, or forklift.

Loads and unloads flatbeds, dry vans, and pick-up trucks using the equipment necessary for the task at hand per employee certifications. Ensures all safety protocols and procedures are followed at all times.

Performs safe and accurate consolidation of material in the stock racks, shipping racks, and the 'make-ready' areas; reporting any discrepancies or hazards to the immediate supervisor or manager.

Reviews and confirms daily cycle counts for both carbon and stainless material, and if applicable ensures any inventory movements are done timely and accurately.

Assists drivers and customers, both internal and external, in a professional manner at both the Shipping and Receiving Counters.

### Other Responsibilities

Performs other duties as assigned.

### Supervisory Responsibility

Assigning, training, checking and coordinating work of assigned team is a major part of the job.

Gives input for performance and other HR related decisions.

### Financial Responsibility

n/a

## Job Description

### Minimum Qualifications

#### Education, Knowledge, Certifications / Licenses

Ability to read, write and comprehend written and verbal English. Understanding of basic math.

#### Experience

Some related warehouse experience in an industrial setting.

#### Skills & Abilities

Ability to pass all equipment certification and training requirements.

Basic computer skills with ability to quickly gain understanding of and proficiency with Epicor software. Ability to use RF Scanners.

#### Communication & Interpersonal Skills

Good verbal communication skills for coordinating with Sales and Accounting teams.

Must be a team player.

### Work Environment and Physical Demands

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Warehouse environment. Work area is not climate controlled.

Work requires constant physical labor and keen awareness surroundings in a fast paced environment. While performing the duties of this job is regularly required to sit, stand, walk, talk and hear. Specific vision abilities required include close vision, distance vision, color vision, and ability to adjust focus.

Approved By/Title:	Senior Operations Manager
Date Approved:	2/22/16

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.

Additional functions and requirements may be assigned by supervisors as deemed appropriate.

This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.