



POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: WAREHOUSE LEAD

POSITION OBJECTIVE:

Oversee, coordinate, and direct the daily warehouse and traffic activity in a timely manner that meets or exceeds company expectations for customer service, profitability, quality, and safety.

POSITION RESPONSIBILITIES:

1. Lead and provide oversight to warehouse staff performing shipping, receiving, inventory and order picking activities and assure compliance with company procedures for service, safety, and adherence to ISO requirements:
 - Lead and provide oversight to warehouse staff direction for all daily activities for receipt, routing, and stocking of materials and for packaging and shipment of outgoing orders
 - Foster a positive work climate and encourage teamwork
 - Continually evaluate and take action to improve methods and efficiencies of all personnel
2. Perform all traffic functions:
 - Utilize best method shipping systems and carriers to maximize the timely, safe delivery of all customer product at most effective cost
 - Maintain timely, positive communications with all internal and external contacts
 - Process all related paperwork including bills of lading, letters of instruction and commercial invoices
 - Audit all incoming and outgoing freight bills
 - Report any breakage or losses in a timely manner and process appropriate documents to recoup losses
4. Perform all support activity needed to facilitate shipping and receiving operations:
 - Maintain a neat and orderly warehouse using space to its best potential
 - Maintain shipping supplies inventory and prepare requisitions as needed
 - Maintain all related computer information for department
 - Assure timely, accurate communications with all internal departments regarding prioritizing and scheduling warehouse operations
 - Perform all functions of warehouse as necessary to back up personnel and handle workload fluctuations
5. Participate in department meetings and otherwise communicate with all internal and external personnel to assure timely, effective information exchange that will facilitate workflow.
6. Performs all other duties as apparent or assigned.