

Warehouse Lead

Full Time Clerical

Denver, CO, US

Today Requisition ID: 1556

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Salary Range: \$28.00 To \$30.00 Hourly

Job Title: Warehouse Lead

Industry: Commuter Rail Operations

Reports to: Warehouse Manager

Position Summary:

The Warehouse Lead coordinates activities of workers in receiving, stacking, order filing, shipping and maintaining computer-based stock records in the warehouse. Assists Warehouse Manager in oversight of physical inventory of materials, inventory serialization, manages part repair process, warranty, tool calibration and trains new workers.

Description of Duties:

- Coordinate and expedite the supply and inventory of materials and parts for all maintenance functions
- Review work schedules and related information, and confer with managers to determine material requirements and the replenishment plan; identify overdue materials; and track materials-on-hand levels
- Requisition materials and establish routine delivery schedule to departments, according to work order priorities and material availability

- Examine material delivered to production departments to verify conformance to specifications
- Compute amount of material required to complete job orders
- Compile and maintain computerized records such as material inventory and status and location of materials using computer-based inventory management functions
- Provide proper storage and disposal of hazardous materials as appropriate
- Arrange for repair and assembly of materials or parts and disposal or recycling as appropriate
- Monitor and control movement of material and parts
- Monitor, track and arrange for tool calibration/recalibration as required
- Organize and track warranty parts for proper shipment, disposal, credit, replacement, etc.
- Make recommendations for stocking levels based upon lead times, usage and budget
- Assist in training of new employees on policies, procedures, and inventory control.
- Other duties as assigned

Qualifications:

- High school diploma or GED required. Associate degree in management, administration, bookkeeping, inventory management, supply chain or related field of study from an accredited institution preferred.
- Minimum of 4 to 5 years' experience in warehousing or retail management related activities (A combination of education and experience comparable to the above may constitute qualification)
- Should have excellent leadership and administration skills and abilities
- Ability to effectively manage time, resolve crises and decision making
- Should possess computer skills including experience with computer-based inventory systems, Microsoft Office Suite and email.

- Must be eligible to work in the U.S. and successfully pass a pre-employment background check
- Must pass a pre-employment drug screening and be willing to comply with the DTO Drug and Alcohol Policy
- Must pass a pre-employment physical examination
- Must possess a valid Colorado driver's license