JOB DESCRIPTION

Position Title: Team Leader

Reports To: Warehouse Manager  Department: Warehouse

GENERAL PURPOSE:
This Team Leader Position reports directly to the Warehouse Manager; close communication and cooperation must be established and maintained with the Pelco Purchasing Department.

The Warehouse Team Leader will be responsible for the SAFE, efficient day-to-day operations of Warehouse, Hardware and Receiving Departments.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:
The following functions will be performed in a timely manner, on a daily basis:
- Daily follow up on Warehouse Production Reports (Stranded Containers, Etc.)
- Ensure that immediate and correct stocking of all incoming product.
- Ensure that all warehouse part transactions are being completed systematically as well as physically.
- Maintain Supermarket process for all signals that begin in the warehouse.
- Responsible for the organization and cleanliness of the back patio area
- Responsible for 5S program for all warehouse areas and workstations.
- Maintain preventative maintenance program on all warehouse equipment.
- Perform other duties and/or responsibilities as assigned by Management.

Responsibilities will include, but not be limited to the following:
- Warehouse will be clean and organized.
- Conduct or supervise training of employees.
- The Team Leader will assist all departments and personnel as requested.
- Communicate all Human Resources needs of subordinate employees, including appropriate paperwork to the Human Resources Department as required.
- Encourage and promote teamwork between Team Leaders, subordinates and all departments.

QUALIFICATIONS / BASIC JOB REQUIREMENTS:
- High School diploma or GED required. A minimum of 1 year inventory / warehousing experience preferred but may be substituted for equivalent manufacturing experience.
- Must be able to demonstrate basic computer skills and have the ability to learn Pelco Products Inc. computer system.
- Good people skills and ability to interact with all levels of personnel is critical.
- Demonstrate good organizational skills based on priorities and number of personnel available.
- Must possess good time management skills and have the ability to multi-task.
- Willing and able to make decisions within the Team Leader area of responsibility.
- Good communication skills a must.

Criteria’s listed are not all-inclusive and may be changed at any time with or without prior notice. Changes to the objectives set forth in this document will not be made without the prior approval of Human Resources and Production Manager. Other duties may be assigned.