



Warehouse Lead

ASV Holdings, Inc. designs and manufactures a full line of compact track loaders and skid steers used primarily in construction, forestry, landscaping and agriculture. ASV also sells OEM equipment and aftermarket parts.

ASV has an immediate opening for a Warehouse Lead in its Aftermarket Distribution Center. This position reports directly to the Distribution Center Manager.

OVERVIEW:

The Warehouse Lead is to assist the Distribution Center Manager for the overall performance of the warehouse and operations. This position is responsible for leading and training team members and coordinating the daily activities. In addition, this position will be responsible for providing a safe work environment, ensuring quality and customer service standards are being met, cost efficiencies, and filling in for absent team members on an as needed basis.

SAFETY:

- Must be able to identify the safety risks and hazards with each task that is completed and mitigate and/or eliminate the risks or hazards to ensure safe working conditions.
- Support the facility and department by addressing or raising safety issues or concerns.
- Personally exhibits safe working behaviors to the safety standards that have been established.
- Follows all injury reporting and investigation procedures in the event of an accident.
- Operate all tools and equipment in a safe manner that ensures the safety for all; Ensures the team safely operates material handling equipment, has appropriate training, follows safety procedures and maintains proper housekeeping.

RESPONSIBILITIES:

- Responsible for day to day warehouse activities; coordinates workflow, and motivates team.
- Ensure all warehousing activities including unloading, receiving, bin locating, picking, shipping, and loading of materials are conducted safely, efficiently and effectively.
- Ensures accurate receiving, shipping, and inventory transactions.
- Resolves discrepancies regarding packing slips, bill of ladings, and cycle counting.
- Perform inventory controls and enforce quality standards.
- Cross train team members.

- Maintain safe and clean work environment by keeping shelves and workstations neat; maintain clean shipping supply area; complying with procedures, rules and regulations.
- Operate and preventively maintain warehouse vehicles and equipment.
- Follow standards and comply with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned.

QUALIFICATIONS:

Education:

- High School diploma or GED (General Education Diploma) equivalency.

Experience:

- Minimum of 2-years general shipping & receiving experience.
- Minimum of 1-year warehouse lead experience.
- PC literate with experience with Microsoft Outlook, Word, and Excel.
- Proficiency in inventory software, databases, and systems.
- Forklift driving experience.

Other required knowledge, skills, and abilities:

- Ability to work well independently and with others.
- Dedication to safety.
- Attention to detail.
- Ability to keep accurate records.
- Ability to work under deadlines and meet competing demands.
- Good customer service and interpersonal skills.
- Proven traits in dependability, initiative, high energy, and proficient in time management.

The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.