

<b>Job Title: Warehouse Lead</b>	
<b>DEPARTMENT: Warehouse</b>	<b>DOC:</b>
<b>REPORTS TO: Shipping &amp; Receiving Manager</b>	<b>FLSA STATUS: Non-Exempt</b>
<b>REVISION: 1</b>	<b>DATE: January 31, 2023</b>
<b>APPROVED BY: CFO</b>	<b>PAGE: 1 of 3</b>

**Summary** Prepare for distribution all outbound freight and recording and distributing of incoming freight and delivered items, while maintaining a clean and safe working environment by performing the following responsibilities:

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Ensure that work flow is not affected by the lack of raw material, WIP, finished goods, or supplies essential to continued shipments and warehousing

Assist with loading and unloading of freight from transport vehicles and update supporting documentation.

Complete manifest and bill of lading information to support shipment.

Perform cycle counts and physical inventory activities of raw material, WIP, or finished goods.

Coordinate with Shift Supervisor for items in process that are needed for shipment.

Review all incoming shipment paperwork. Complete internal receiving function, and supply paperwork to administration office.

Coordinate daily shipment requirements.

Prepare and inspect all loads to customer specifications for outbound freight, including banding and stretch wrapping.

Maintain a clean, orderly and safe environment in the warehouse.

Regardless of other responsibilities, has the defined responsibility and authority to ensure compliance with all system, process and product requirements are met.

Employee is enabled to recommend solution to problems which may adversely effect Graph Pak's requirements and customer satisfaction.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities. May direct the work of warehouse associates.

### **Qualifications**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Certificates, Licenses, Registrations**

Forklift Operator's Certification required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; and, sit. The employee is occasionally required to walk; and, reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

### **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.