



Lead Warehouse Associate – Mid Shift (11:30am– 8:00pm)

Conshohocken, PA

We have an opening for a Lead Warehouse Associate – Mid Shift (11:30AM – 8:00PM) reporting to the Logistics Supervisor based out of our Conshohocken, PA location. This individual is responsible for supporting the Logistics Department by overseeing the assigned function as determined by Logistics Management. The Lead Warehouse Associate is also responsible for general warehouse duties as assigned.

ESSENTIAL FUNCTIONS:

The essential functions are the tasks, duties and responsibilities that are critical to the job; the employee must be able to perform the essential functions with or without reasonable accommodation.

- Perform general Lead Warehouse Associate duties as assigned:
 - Assist Warehouse Associates with work process questions and problems.
 - Monitor and participate in ongoing housekeeping of the distribution center.
 - Recheck picking accuracy of Warehouse Associates.
 - Control and monitor picks from secured areas.
 - Verify back-orders and adjust inventory as needed.
 - Handle common carrier and priority shipments.
 - Respond to job queues.
 - Route orders as directed by the Supervisor on duty.
 - Build manifests for delivery runs accurately in accordance with established route sheet.
 - Monitor truck loading to ensure accuracy of loading sequence and freight is secured.
 - Assist Supervisor with daily tasks and projects as assigned.
 - Follow and promote safe work habits and safety procedures.
 - Participate in safety initiatives as assigned, including participation on the company Safety Committee.
- Perform departmental Lead Warehouse Associate duties as assigned:
 - Receiving/Put-away:
 - Oversee and ensure inventory is received accurately through the RF Scanners.
 - Ensure inventory is put away according to procedures.
 - Monitor and resolve non-conforming queues.
 - Investigate and respond to invoice discrepancies.
 - Wire/RGA:
 - Ensure Warehouse Associates follow wire cutting procedures and provide assistance as needed.
 - Ensure refusals are handled appropriately on a daily basis.
 - Ensure RGAs are processed accurately and in a timely manner.
- Perform general warehouse duties:
 - Pick orders accurately and promptly using a bar code scanner.
 - Pack orders; follow all steps of inspection procedure before packing.
 - Receive inventory accurately and promptly.
 - Restock inventory in designated storage areas in an orderly manner.

- Operate forklifts and pallet jacks safely to lift and transport material.
- Safely and accurately cut designated lengths of wire.
- Accurately identify and count stock inventory in assigned areas.
- Truck loading and unloading according to established procedures.
- Maintain quality and quantity performance/production standards.
- Attend meetings and training sessions.
- Other warehouse tasks as assigned.

REQUIREMENTS:

- 2 years of Warehouse experience at Rumsey.
- Ability to frequently lift/move up to 50lbs; occasionally lift/move up to 110lbs.
- Previous experience and training in the use of a forklift truck and electric pallet jack.
- Ability to work with limited supervision.
- Ability to work effectively in a team environment.
- Ability to use standard office equipment, including but not limited to computerized bar code scanner, printer, and standard warehouse equipment/tools/machines/vehicles.
- Ability to climb stair ladder up to 16 steps.
- Ability to stand/walk/lift, pull, and push during entire work shift.
- Basic math and reasoning skills.
- Ability to read alpha-numeric characters, including catalog numbers, and instructions.
- Strong oral communication skills.
- Know when to request assistance when appropriate, especially when lifting heavy objects.

DESIRED KNOWLEDGE, SKILLS & EXPERIENCE:

- Previous leadership experience.
- Previous experience driving a van, box truck, or stake-body truck.

Interested internal candidates meeting the criteria outlined above should forward an “application for posted position” to Human Resources. This form is available on the intranet “employment opportunities” page.

EOE M/F/D/V