

Position Title: Warehouse Team Leader
Reports To: Warehouse Supervisor Highway Two
Department: Distribution Center – Highway Two; Reno, Nevada
Grade: TBD

Principal Role:

Leads warehouse team members to ensure timely receipt of material from suppliers, storage and picking and outbound shipping.

Essential Duties:

- Provide leadership in instilling Hwy2 values.
- Promotes employee safety awareness
- Maintains Workplace Organization
- Leads a functional team in warehouse operations
- Ensures operations preparation is complete for beginning of each shift
- Trains and monitors performance of team members
- Fills in for team members as necessary
- Promotes and uses problem solving in daily work
- May participate in Cycle counting to ensure inventory accuracy
- Coordinates development of and maintains standard work documents
- Maintains visual management of resources
- Assists Continuous Improvement in Material Handling
 - Shipping & Receiving
 - Stocking
 - Stores Management
- Monitors shop floor inventory using visual management
- Other duties as assigned by supervisor.
- Ensure all assigned customer orders are processed end to end meeting H2 targets
- Maintains a cooperative effort with other team members and H2 employees.
- Assures 24 hour dock to stock time on receipts
- Ensure all inventory transactions are completed in an accurate & timely manor
- Perform fundamental computer skills & operations

Preferred Qualifications:

- Knowledge and experience in warehouse / distribution operations
- Prior team leader experience and/or additional Hwy 2 pre-promotion training and assessment
- Continuous improvement and problem solving mindset
- Team player

PHYSICAL DEMANDS

- Ability to lift and maneuver packages weighing up to 50 lbs, and recognize the need to obtain assistance for packages greater than 50 lbs.

Work Environment:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.