



## Fulfillment Warehouse Lead

Job Title:	Fulfillment Warehouse Lead	Status:	Full-time
Company Name:	Design House	Reports To:	Warehouse Manager
Department:	Warehouse	Direct Reports:	Yes
Prepared By:	S. Leick	Location of Job:	Sparks, NV
Prepared Date / Rev:	8/11/2020	Exempt/Non-Exempt	Non-Exempt

### **Company History:**

Founded in 1872 and based in Wisconsin, [Design House](#)<sup>®</sup> provides a variety of home products to create living spaces you'll love at prices you'll appreciate. We offer products for every room at an affordable price, because we believe that upgrading your home shouldn't break the bank.

### **Job Purpose:**

The Fulfillment Warehouse Lead is responsible for the operation of the receiving, pick, pack, and ship functions within the warehouse. In this position, you will staff, organize, and direct operations within the Distribution Center to effectively manage the receipt, storage, selection, building, packaging, loading, and shipping of products to multiple locations within specified service levels.

### **Essential Duties and Responsibilities:**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

- Hands-on floor visibility to ensure team is following process and providing ultimate Safety, Quality, Delivery, & Productivity improvement for the company
- Ensure that received goods are verified against packing lists, bills of lading or purchase orders.
- Responsible for incoming inventory control, organization of inventory and conducting regular cycle counts.
- Responsible for enforcing company policies of conduct and safety
- Ensure that all lifting and maneuvering of products and materials is carried out in accordance with manual handling procedures
- Ensure that vehicles, machinery, and equipment is well maintained
- Develop, educate, mentor and motivate assigned staff
- Implement & support a culture of visual management and Managing for Daily Improvement (MDI)
- Handle inbound freight overage, shortage and damage issues
- Develop and ensure compliance with preventive maintenance program
- Handle building security issues
- Ensure inventories in area are accurate and ensure stock movement transactions are recorded accurately via ERP software

Please send cover letter and resume to:  
**Stephen Leick, Warehouse Manager**  
[sleick@todaydesignhouse.com](mailto:sleick@todaydesignhouse.com)



## Fulfillment Warehouse Lead

### Qualifications:

- 2-5 years' experience in logistics operations
- Inventory control knowledge, including cycle counts & receiving
- Excellent leadership /managerial skills
- Computer experience including MS Office, specifically Excel
- Familiar with shipping carrier's systems (i.e. FedEx, UPS, etc.), ERP software, and various WMS systems
- Experience driving power industrial trucks including; order picker, reach truck and forklift
- Knowledge of best warehouse practices
- RF experience preferred
- Must have a sense of urgency around completion of work
- OSHA compliance experience
- Managing in a formal continuous improvement environment (Lean) a plus

### Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch; talk and hear. The employee must regularly lift and/or move up to 140 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### Work Environment:

While performing the duties of this job, the employee is exposed to the office and warehouse conditions prevalent at the time in terms of temperature/weather. The noise level in the work environment is usually minimal.

Please send cover letter and resume to:  
**Stephen Leick, Warehouse Manager**  
[sleick@todaysdesignhouse.com](mailto:sleick@todaysdesignhouse.com)