



Job Title:	Packaging Lead	Exemption Status:	Non-Exempt/Hourly
Department:	Operations	Travel Required:	None – 0%
Reports To:	Warehouse Operations Manager	Location of Job:	Windsor
Position Status:	Full-Time		

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Key Departmental Responsibilities

- Lead AP Packaging Associates in performing processes by following established methods and procedures to accurately prepare and package parts.
- Verify correct part numbers and quantities picked. Package part numbers in accordance with the work order and associated work build instructions.
- Assist Warehouse Manager with inventory cycle counting program when required; aid Warehouse Manager in securing warehouse contents against loss.
- Assist in continuous improvement and maintain a willingness to adapt to new procedures and processes.
- Train employees in your designated work area.
- Ensure correct/updated procedures are being followed; monitor the safety of employees in the warehouse in accordance with OSHA standards; interrupt and correct any dangerous behaviors.
- Take precautions to secure warehouse contents against loss.
- Ensure conformance with the requirements of the Diesel Forward Quality Management System.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

Performance Factors

Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

High School diploma or equivalent required. Previous warehouse supervision/management experience beneficial. Forklift operator certification (training provided on-site if needed). Customer service oriented. Well organized. Detail oriented. A self-starter with initiative and proven willingness to assume ownership for areas of responsibility. Ability to make informed decisions quickly and independently. Strong inter-personal communication and employee relations skills and have ability to train others to these skills. Must have the ability to lift up to fifty pounds on a regular basis.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	11/13/18	--	Authored for ISO 9001:2015 compliance.