



<b>Job Title:</b>	Receiving Lead	<b>Exemption Status:</b>	Non-Exempt/Hourly
<b>Department:</b>	Operations	<b>Position Level:</b>	Supervisory-Level 2
<b>Reports To:</b>	Warehouse Operations Manager	<b>Travel Required:</b>	None – 0%
<b>Position Status:</b>	Full-Time	<b>Location of Job:</b>	Windsor

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### **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.

### **Job Summary**

The Receiving Lead plans, organizes and monitors the receiving, storage and distribution of all items received either from suppliers or customers, ensuring a smooth and consistent operation so parts and supplies are located and distributed to proper departments in an effective and efficient manner as needed to satisfy internal and external customer requirements.

### **Key Departmental Responsibilities**

- Operates lift trucks, hand trucks, pallet jacks, and carts to receive products into the warehouse.
- Unpacks, examines, and routes incoming shipments, rejects damaged items, records shortages, and corresponds with vendors and the purchasing department to rectify damages and shortages.
- Receives and routes returned goods to the appropriate department.
- Establishes and trains staff on procedures related to receiving, transfers, inventory accuracy, and storage of incoming product.
- Ensures the effective use of labor and resources to meet daily receiving needs. Provides input to the Warehouse Manager on staffing related concerns.
- Recommends and assists the Warehouse Manager in implementing operating procedures and promotes continuous improvement within the department.
- Reports defective materials to the Quality Department.
- Maintains the work area and equipment in a clean and orderly condition.
- Ensures correct/updated procedures are being followed; monitors the safety of employees in the warehouse in accordance with OSHA standards; and interrupts and corrects any dangerous behaviors.
- Takes precautions to secure warehouse contents against loss.
- Ensures conformance with the requirements of the Diesel Forward Quality Management System.
- Assists other employees both in and out of the department.
- Provides feedback on system needs/changes.
- Performs 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 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. Microsoft Office and ERP experience required.

**Revision History**

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