

Job Title: Stockroom Lead 0318
Reports To: Manufacturing Manager

Category: Non-Exempt

Summary: Provides leadership to the stockroom team. Develops a competent and motivated team through training and mentoring. Promotes Lean Manufacturing principles to maximize the performance and efficiency of the team.

Essential Functions:

- Oversees and directs the activities of Stockroom Personnel
- Mentors less-experienced employees on proper techniques and process flow
- Supports manufacturing:
 - Delivers materials from warehouse/stockroom according to production schedule
 - Maintains Kanban system to ensure consistent production work flow
- Performs cycle counts, maintains inventory levels, interacts with purchasing as needed to procure materials
- Receives goods to purchase order and delivers to stockroom or another department as indicated
- Maintains high level of quality and accuracy and remains vigilant for any possible quality issues during routine handling of parts and assemblies
- Manages inventory in accordance with FIFO process
- Carefully manages all items with a shelf-life to ensure FIFO process is followed and items are discarded when necessary
- Verifies items received by inspecting condition; comparing count/measure of items to purchase order/packing list; noting discrepancies
- Executes computer inventory transactions accurately and on time
- Effectively collaborates with Quality, Accounting, Manufacturing, and Customer Service departments.
- Fills customer orders from stock as needed
- Packages /over-packs product for shipment as needed
- Maintains a safe and clean stockroom environment
- Seeks out continuous improvement opportunities
- Assists in implementation of continuous improvement and quality programs
- Willing to work overtime as requested on an ad-hoc basis

Qualifications:

- * Minimum High School diploma or equivalent (GED)
- Minimum five years of related material handling/stockroom experience
- * Required to read and write English, follow verbal instructions, and use simple math
- * Ability to operate stockroom equipment safely and competently - fork trucks, order picker, pallet jacks, etc.
- * Time Management – ability to organize and manage multiple priorities in a fast-paced environment
- * Team player - can effectively interact with internal departments
- * Strong verbal and written communication skills
- * Fast and accurate data entry skills
- * Ability to work well with little supervision
- * Detail oriented

Physical Demands:

- Required to lift up to 65 lbs.
- Regularly required to stand all day, bend, reach and move about the facility.

Delegation of Authority:

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

*Denotes essential qualification