

## WAREHOUSE LEAD HAND

As a Warehouse Lead Hand at Apex Tents you are trained to assist the Warehouse Manager in all aspects of the Warehouse operation. This includes the picking and assembling of all orders, product maintenance and general warehousing duties.

### **SKILLS & ATTRIBUTES REQUIRED**

- General warehouse experience.
- Attention to detail ensuring complete accuracy when picking orders.
- Ability to take direction and work both as part of a team and unsupervised.
- Responsible attitude, committed and a willingness to learn.
- Physically fit, some heavy lifting required.
- Experience working with power tools.
- BCDL (current and valid)
- Forklift, TDG, First Aid training preferred.

### **GENERAL EXPECTATIONS OF PERFORMANCE**

- Professional, respectful conduct towards work, team members and clients.
- Consistently display a positive “can do” attitude, helping out where necessary.
- At all times work in a safe, efficient and timely manner.
- Respectful handling of Apex tools and equipment.
- Punctual, presentable and wearing Apex clothing/steel toes on site at all times.
- Adherence to safety procedures and company policies.

### **TASKS SPECIFIC TO WAREHOUSE LEAD HAND**

- Initially assist on site to understand basic installation and identify and differentiate between tent types, parts and usage.
- Learn warehouse layout and be able to locate parts and accessories easily.
- Ensure all inventory is organized and stored correctly in allocated spot.
- Ensure all orders are pulled accurately, double checked and in good time for loading.
- Load and unload trucks safely.
- Complete all paperwork accurately and file accordingly.
- Ensure all broken/lost equipment is brought to attention of Warehouse Mgr.
- Learn the “attention to detail” aspects of Apex warehouse systems, and apply at all times.

### **PERFORMANCE MEASUREMENTS**

Demonstrated competency in the following areas will lead to possible advancement.

- 100% accuracy in both picked orders and paperwork.
- Understands warehouse procedures, and can identify task priorities without supervision.
- Displays initiative, willingness and interest in learning.
- Demonstrates good product knowledge, and the patience and willing to assist new crew.