

Lead Warehouse (San Jose)

Plan, oversee and participate in the warehouse operations and activities for Warehouse and Production; train and provide work direction to assigned personnel.

- Plan, oversee and participate in the warehouse operations and activities of the Warehouse; receive, process and issue warehouse items; assure items and warehouse facility is maintained in a safe, clean and orderly condition.
- Receive, identify, mark and place materials sent to the warehouse according to established procedures.
- Process requisitions for supplies; prepare various merchandise for delivery; prepare packages for shipping according to established procedures.
- Assist with providing necessary security within the warehouse.
- Communicate with various warehouse personnel, departments, vendors and others to provide and receive information, resolve questions and issues, and coordinate activities.
- Pick up and deliver items utilizing warehouse vehicles as required.
- Maintain a variety of records, files and reports; maintain records of stock and order supplies as necessary.
- Operate a variety of warehouse equipment and vehicles; utilize a variety of hand tools as required; arrange for the maintenance and repair of warehouse equipment as needed.
- Train, provide work direction and coordinate the schedules and activities of assigned personnel; assist in training workers in computer operations and filling, shipping and stocking supplies.
- Operate a computer to process reports and forms, and maintain inventory of warehouse materials as required.
- Perform other duties as assigned.
- Maintain regular attendance.

Qualifications

- Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.
- Materials, equipment and supplies used in a furniture delivery operation.
- Proper lifting techniques.
- Record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy. - Inventory methods and practices.
- Plan, oversee and participate in the warehouse operations and activities of the warehouse.
- Receive, store, pick-up and distribute supplies, materials and equipment.
- Maintain appropriate stock levels.
- Establish and maintain effective storekeeping procedures.
- Train and provide work direction to others.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a computer terminal.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain records, inventory and prepare reports.

- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds by themselves
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and two years increasingly responsible experience in a warehouse facility.

Resumes to: BBSIConnectSJ@bbsihq.com

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