

## INTERNAL POSTING

Job Title:	Lead Hand Receiver	Job Code /Req #:	2017-0817MIS
Location:	Mississauga, ON	Travel Required:	No
HR Contact:	Diana Ricaurte	Position Type:	Full-time, Permanent 40 hours per week
Date Posted:	August 17, 2017		
Posting Expires:	August 25, 2017		

**Please drop off, fax or email resume and cover letter to:**

**289-290-3385 or dianar@sanmarcanada.com**

**Subject Line: Lead Hand Receiver #2017-0817MIS**

### Job Summary

#### Lead Hand Receiver

Reporting directly to the Inbound Operations Supervisor, the Lead Hand Receiver assists the Inbound Operations Supervisor to oversee and coordinate all inbound warehouse operations and product returns by ensuring adequate staffing levels are in place and coordinated to meet daily operating objectives. In addition, the Lead Hand Receiver is expected to take a proactive approach to solving problems and along with the Inbound Operations Supervisor, engage, motivate and connect with a variety of individual personalities.

The hours of this position are Monday – Friday, 6:00AM – 2:30PM. Hours are subject to change to meet warehouse goals and objectives.

#### Required Experience and Abilities

- Minimum 2 years experience receiving in fast-paced warehouse environment
- Experience operating Narrow Aisle Picker and Reach Truck
- Experience and thorough understanding of warehouse systems and RF terminals
- Proven success in previous leadership role
- Knowledge in implementing warehouse consolidation best practices
- Ability to coach and improve employee performance to maximize productivity
- Ability to evaluate workloads and assign staff to areas as necessary to ensure team success
- Ability to meet and exceed established KPIs and objectives
- Success in evaluating and motivating a large group of people

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### **Responsibilities**

- Responsible for meeting or exceeding established receiving, replenishing and credit return objectives
- Maintain safety of all equipment and report repairs as needed
- Complete and deliver required performance appraisals for all inbound staff
- Direct daily staff activities and assign workloads as required
- Conduct regular high and mid-bay aisle audits
- Ensure warehouse standards and policies are upheld
- Ensure safety rules and regulations are followed at all times
- Formulate employee training and cross training
- Any additional duties required by Inbound Operations Supervisor/Warehouse Manager