

JOB DESCRIPTION
JOB TITLE: Lead Team

Primary Purpose

Specialized skill Distribution role. Individual may work in any of a variety of Distribution and / or Operations Support functional areas.

Major Responsibilities

- Performs all regularly assigned duties and responsibilities of a Distribution Associate
- Monitors activity to promote a safe work environment
- Monitors tasks and workflow to ensure that department priorities and goals are met
- Provides task-related guidance and direction to associates
- Assists Manager with daily assessing, planning, and scheduling of workflow
- Advises Manager of observable associate performance & behavior
- Informs Manager of operational issues and / or problems
- Conducts training for new associates as needed
- Understands and demonstrates Essendant's Core Values
- Performs other duties as assigned

Skills / Knowledge Required

- Ability to perform the accountabilities and tasks of the function within established productivity requirements and in accordance with applicable Standard Operating Procedures, rules or established processes along with established quality guidelines and expectations
- Ability to operate equipment in a safe and controlled manner, i.e., box erector, tape machine, Taylor Dunn, pallet jack and walkie-rider
- Ability to appropriate technology in an effective manner in performance of the function, i.e., pick-to-voice, computer, scanner, etc.
- Ability to perform all tasks in a safe manner, following all safety rules and guidelines
- Ability to maintain a clean, organized work area; ability to assist with housekeeping tasks in the facility and / or work area
- Assist and / or help out in other Distribution Associate 1 and 2 functions as required
- Ability to effectively communicate (verbal and written)
- Solid math and analytical / problems solving skills

Education and Experience

- High School diploma or GED equivalent required
- Associate's or Bachelor's degree preferred
- Minimum two years of Warehouse / Distribution-related experience required
- Demonstrated ability to lead others in a fast-paced environment