
Job Description

Warehouse Lead (Medina, OH)

Title: Warehouse Lead

Operation: On Trac, Inc. – Medina Fiber (Lit Communities)

Location: Medina, OH

Supervisor: Project Manager

Status: Full Time

Available: September, 2021

Hourly Wage Range: Starting \$14.00 - \$16.00 Per Hour

Benefits: Paid Vacation, Paid Holidays, Health Insurance

Company: www.OnTraInc.com

POSITION SUMMARY

The Warehouse Specialist is primarily charged with material management for fiber optic equipment and materials. This includes careful material procurement/ordering, shelving/storage, distribution, and all digital recording and data entry systems relative to inventory control.

CORE SKILL SETS

- Daily equipment and material distribution to field technicians
- Daily data entry and cross-checks for accuracy in database for material counts and usage
- Daily maintenance of inventory paperwork
- Ability to utilize applications on a computer and tablet device
- Ability to communicate clearly, verbally or in writing
- Weekly reporting on material usage and inventory stock
- Routine ordering of replacement stock
- Routine material pickup and stocking
- Daily organizing and cleaning warehouse and technician areas, and warehouse restroom

QUALIFICATIONS

- Demonstrate high level of personal integrity, character, honesty, reliability, initiative, and truthfulness
- Great attitude, work ethic, self-starter, punctual, proactive, and energetic
- Possess exceptional abilities in attention to detail, organizational skills, and accuracy in data entry
- Possess clean DMV and criminal background checks
- Possess strong verbal/communication skills
- Good problem-solving capabilities
- Commitment to an alcohol and drug free workplace
- Clean, well-groomed, and neat in appearance
- Low drama, low ego, and a team player

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee should be capable of physical activity performing daily activities of an administrative nature, as well as with the ability to daily lift and/or move up to 50 pounds, and/or move pallets of materials (pull/push pallet jack) with adequate force. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; and reach with hands and arms. The employee is occasionally required to kneel, crouch, climb, and balance. The employee should possess manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.