

Title: Job Description Lead Order Picker
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JOB DESCRIPTION

Position:	Lead Order Picker
Department:	Operations

Job Description Summary:

As the Lead Order Picker, you will be responsible for overseeing and assisting the Order Picking team in pulling components for customer orders, performing inventory counts, and maintaining lot control.

Primary Responsibilities:

- Maintain a cohesive Order Picking team through effective operation and communication.
- Oversee and assist with the removal of materials according to order specifications.
- Oversee and assist with picking orders in accordance with location and descriptions.
- Oversee and assist with inventory counts.
- Perform Basic Computer related tasks.
- Oversee and assist with housekeeping responsibilities for the work area.
- Oversee and assist with maintaining the security and safety of the warehouse.
- Communicate status of operation to management including any safety and/or process problems.
- Accept and provide constructive coaching and feedback.
- Perform other duties and tasks as needed upon request by management.

Qualifications:

- Must be able to follow detailed instructions
- 2+ years 'of Order Picking Experience
- Previous leadership experience a plus
- Prioritize, work well under time pressure
- Focus on work and minimize interruptions.
- Adhere to and comply with all safety laws, procedures and regulations
- Prioritize, work well under time pressure, and focus on work in midst of noise.
- High School Diploma or GED
- Job function requires excellent vision
- Must rely on extensive experience and judgment to plan and accomplish goals in a variety of tasks
- Must have and able to read and write in English
- Authorized to work in the US
- Must be able to sit or stand for long periods of time
- Must be able to perform basic physical tasks such as lifting 50lb
- Other duties as assigned

Schedule for this position will be Monday-Thursday, 6:30am – 5pm.

US Digital is looking for individuals who are skilled, diligent, practical, productive, reliable, inventive, self-motivated, patient, conscientious, continually learning, problem solvers, organized, cooperative, flexible and positive.

Internal applicants must:

- Be in current position for 1+ year
- Meeting or exceeding current department expectations

- Have manager approval and support before applying
- Meet required job description qualifications

BENEFITS

Health, Dental, Vision, 401k with Matching, Vacation, and a Great Place to Work!

TO APPLY:

Submit **US Digital application *and* Resume**. Application and process may be found at:
www.usdigital.com/company/careers

EEO/AA employer M/F/D/V, E-Verify Participant