

JOB TITLE: Receiving Lead
REPORTS TO: Senior Manager of Fulfillment and Custom Assembly

FLSA STATUS: Non-Exempt
JOB LOCATION: San Diego, CA
POSITION TYPE: Full-Time

JOB PURPOSE:

The Receiving Lead is responsible for the physical receipt and management of all inventoried product in our San Diego warehouse. This is a high activity role and requires accuracy, versatility, and excellent organizational skills. The successful candidate will primarily interface with Warehouse team members, Supply Chain & Commodity Manager, Operations and Sales to accomplish daily tasks.

JOB DUTIES & RESPONSIBILITIES:

- Properly accounting for the location of incoming goods.
- Reconciles inventory and adjusts as necessary.
- Assures no damaged items are sent or received.
- Assists with completing the end of year audit.
- Receive, test and document customer returns using set procedures.
- Evaluates transactions to resolve count discrepancies.
- Documents all inventory changes and inputs inventory data in NetSuite.
- Compare packing lists to company purchase orders and ensure that the products match.
- Plays a significant role in error detection and process improvement pertaining to item receipts, inventory counts and physical organization.
- Communicates with product development and the Supply Chain & Commodity Manager on ways our vendors can improve on shipping products and packaging.
- Coordinates with the Supply Chain & Commodity Manager to ensure inbound orders are received properly upon physical receipt.
- Coordinates with the Senior Manager of Fulfillment and Custom Assembly for product warehouse mapping and item locations in NetSuite.
- Provided warehouse associate coverage as needed and directed by the Senior Manager of Fulfillment and Custom Assembly

QUALIFICATIONS & SKILLS:

- Minimum of 3 years of experience in a fast-paced warehouse environment with a focus on item receipts and inventory.
- Excellent attendance history
- High school diploma
- Requires mathematical skills to perform basic functions and calculations
- Good communication skills
- Very organized, accurate, detail-oriented, and professional
- Team player with positive attitude
- Knowledge of Microsoft Office a plus

PHYSICAL REQUIREMENTS:

- Manual dexterity.
- Occasionally work in adverse weather conditions.
- Able to lift heavy boxes and equipment (up to 50+ pounds on occasion).
- Able to be on your feet for 8+ hours of the day.

- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
- Ability to drive and operate Fork Lift (once trained and certified).

Although Environmental Lights operating hours are 8:00 am – 5:00 pm, the Receiving Lead must be willing to work overtime occasionally, arrive early or work on the weekends.

We are an Equal Opportunity Employer dedicated to a diverse work force and drug free workplace.