



Location for this position:

Johnson Plastics Plus

3361 Boyington Drive

Carrollton, TX 75006

www.johnsonplasticsplus.com

Position: Warehouse Team Lead

Reports To: Warehouse Manager

Primary Purpose: Fill customer orders and maintain inventory accuracy with a constant focus on quality customer service and satisfaction, as well as serve as part of the warehouse leadership team and assume general warehouse management duties in the Warehouse Manager's absence.

Expected Attributes of Employees:

- Exhibit a positive attitude and be a positive change agent for new ideas that align with a growing corporate culture.
- Show personal drive, ambition, and always maintain integrity.
- Demonstrate honesty and trustworthiness.
- Set personal and professional goals, while demonstrating high work ethics.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Inspire others.
- Empathize with other employee concerns.

Qualifications:

- Effective communication, organizational and math skills.
- Ability to work in a team environment, but also independently using time productively with little supervision
- Ability to operate a tow motor, forklift, order picker and handheld RF scanners.
- Ability to lift 50 pounds throughout day.
- Effective trouble-shooting, problem-solving and math skills
- Ability to operate shear equipment, as needed.
- 2 or more years warehouse experience.
- Some degree of leadership experience preferred but not mandatory.

Job Responsibilities:

- As orders are filled, check for overall product quality (product defects, damaged products, etc.)
- Pick and prepare orders using pick ticket system, assist with the preparation of the necessary paperwork and documentation that accompanies the shipment.
- Accurately receive product and ensure product is received in a timely fashion.
- Maintain proper inventory rotation procedures (first in, first out).
- Accurately prepare and package customer orders efficiently with attention to detail.



- Complete all stages of order fulfillment, using computer and applicable software.
- Assemble and package parts belonging to various kits carefully, ensuring kits are complete and accurately packaged.
- Assist with inventory cycle counting procedures, analyze and troubleshoot discrepancies, and perform inventory adjustments when necessary within the designated LOA.
- Always conduct good housekeeping and safety practices, in accordance with company policies.
- Train new and existing employees on different tasks, cross train, and be available to assist colleagues with questions related to warehouse tasks and procedure.
- Learn and perform more advanced warehouse tasks, i.e. receiving, returns, order manager processes, general RF gun and S2K advanced functions.
- Be a warehouse point of contact.
- Attend and contribute to relevant meetings, participate in relevant leadership and operational training.
- Lead the team by example.
- Assume general Warehouse Manager responsibilities in the absence of the Warehouse Manager.

Johnson Plastics Plus is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark brand, JPP strives to provide world class products and service to our customers each day through our distribution facilities located throughout the U.S.

Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: hhough@rowmark.com