

**GROEBNER**

POWERED BY EXPERIENCE

**Warehouse Lead****Primary Location:** West Chicago, Illinois**Reports to:** Inventory Control Manager, MN**Description:**

A leader in the natural gas industry since 1976, GROEBNER is a distributor and manufacturers' representative focused on natural gas companies and contractors. Now third generation led, we are proud to be family owned and operated for more than 45 years. Team GROEBNER has more than 650 years of combined industry experience and focuses every day on providing safe, reliable products, training, and services to our customers in support of their ever-changing needs.

**SUMMARY:**

The main objective of this role is to guarantee that daily tasks and responsibilities within the warehouse are prioritized, followed through and successfully completed.

**Responsibilities:**

- Oversee customer orders, work orders, and shipping orders are moved, gathered, or distributed and/or shipped checking for duplicate shipments
- Make sure customer orders are assembled from stock and place orders on pallet or shelves, or relocate orders to a holding area or shipping department
- Enter orders for walk-in customers with a professional/friendly/positive attitude
- Ensure completed customer orders are accurate and verify with initials
- Ensure second person verifies and initials all completed customer orders
- Inspect new fusion equipment before shipping or pick-up and have checklist in place as a backup in your absence
- Maintain rental equipment inventory records while making sure all items rented are documented and inspected prior to pick-up, shipping, and/or upon return and have a checklist in place as a backup in your absence
- Use computer hardware and software to generate labels and maintain equipment
- Review daily TWL/SXe reports which include discrepancies and inventory issues and correct any issues
- Ensure that products processed for shipping are delegated to correct courier
- Oversee incoming and outgoing shipping activities to ensure accuracy, completeness, and conditions of shipments
- Assist in shipping and receiving truck shipments
- Greet all customers, delivery personnel, and staff with a professional/friendly/positive attitude
- Arrange transportation that optimizes service and cost

**MINNESOTA**21801 Industrial Blvd.  
Rogers, MN 55374**ILLINOIS**450 Fenton Lane, Suite 902  
West Chicago, IL 60185**KANSAS**19935 West 161<sup>st</sup> St., Suite A  
Olathe, KS 66062**TEXAS**5000 Kaltenbrun Rd.  
Fort Worth, TX 76119

- Assist with inspection of incoming materials and notify appropriate staff of potential quality issues
- Investigate and solve customer problems and issues
- Notify appropriate staff when customer returns are received into the warehouse
- Assist with inventory cycle counts
- Use manual pallet jack and/or forklift as needed
- Sweep, dust, and mop. Always organize warehouse and work area for orderliness
- Assist in other areas as needed and perform other duties as assigned

### **Safety:**

- Forklift knowledge and certification
- Must follow all safety rules and/or processes
- Ensure shipping area and warehouse is organized and clean at all times and meets all compliance factors
- Ensure shipping area and warehouse is accessible and safe for salespeople and customer traffic

### **Other:**

- Completes projects assigned by management on a timely basis
- Perform other various duties as assigned
- Work with the GROEBNER team on special projects

### **Skills:**

- Excellent verbal and written communication skills
- Problem analysis and problem-solving skills
- Knowledge of shipping programs for parcel and/or freight
- Detail oriented
- Excellent customer service skills

### **Work Environment:**

- The employee frequently is required to stand; walk; and stoop, kneel, or crouch
- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear
- Required to stand and walk majority of workday
- Required to lift and/or move up to 70 pounds
- Must be able to handle some outdoor exposure during the workday which entails different temperatures with the changing seasons

### **Qualifications:**

- High School Diploma or GED
- Past experience in shipping/receiving

- Forklift knowledge and certification a plus

**Note:** The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.