



Yard Foreman Redfield

Job Summary	The Yard Foreman is responsible for overseeing a wide variety of warehouse activities including shipping and receiving raw materials and/ or finished goods and maintaining inventory and associated records. This position is non-exempt and reports to the Shipping and Receiving Manager for Baumann Lumber, Inc..
Core Responsibilities	Supervise and assist in daily warehouse and shipping areas including; filling and shipping customer orders, satisfying internal shipping requirements (technical service, vendors, etc.), ensuring accuracy of shipments and supporting documentation, receiving incoming material and routing to appropriate area or personnel, filling work orders from production, packaging assemblies and receiving into finished goods, ensuring inventory transactions are accurately logged and overseeing cycle counts and reconciliation activities. Measuring and reporting the effectiveness of the department activities, establishing or adjusting work procedures to meet warehouse demands as dictated by production schedules and work flow, Interpreting company policies to workers and enforcing safety regulations. Recommending measures to improve quality of service, increasing efficiency and serving internal customers. Continuously improve warehouse operations through the use of lean enterprise practices.
Core Competencies	Strong communication skills, can juggle many tasks at once, must be confident, analytical and motivated, posses strong negotiating skills, must be able to delegate, must be highly organized
Education & Experience	At least a high school diploma, areas of study could include business, accounting, building trades, or two or more year related experience. Must possess or obtain a commercial driver's license.
Personal Profile	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to make calculations such as discounts, freight estimates, dimensional weight, invoices, and percentages. Ability to meet physical requirements including: a variety of standing, sitting and walking throughout the day, repeated twisting at the torso while lifting and pulling inventory from shelves, regular lifting of up to 20 pounds and occasional lifting of 30-40 pounds, occasional climbing of ladders, usage of pallet jacks.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Baumann Lumber, Inc.

BL Yard Foreman Redfield Job Description

Version 1.1

Last Updated 6-20-2014