	<h1>Leadman</h1>		Document Number: JD-OPS-09.16
	<h2>Job Description</h2>		
	Department: Operations	Effective Date: August 17, 2016	Revision No 0

I Reason for Existence


The Lead man is generally responsible for the supervision of all warehouse operations activities. He is responsible for the execution of day-to-day warehouse operational activities in compliance to the policies and procedures of the business unit he has been assigned to. The warehouse Lead man is also responsible to achieve and execute proper storage, consolidation and distribution.

II Duties and Responsibilities

1. In- charge of receipt, movement, storage, and acceptance of client cargo deliveries to the designated warehouse he is assigned to.
2. Meet the desired planning and consolidation based on the agreed standard lead time and standard operating procedures (SOP) as stipulated in the approved contract and/ or SOP's by clients.
3. Ensure that the physical inventory of both incoming and outgoing cargoes temporarily stored in the warehouse pending delivery/ transfer to the consignee/ carrier is being done on a daily basis. This is to be accomplished by religiously completing the Daily Inventory Report Form. This will ensure that all cargoes will be accounted for in preparation of cargo transfer to carrier or dispatch for delivery.
4. Check completeness of the customer-owned documents for both incoming and outgoing shipments before final acceptance of the cargoes from the trucker/ customer. This is vital in order to be able to consolidate the cargo and prepare for documentation prior to cargo transfer/ delivery.
5. Act as liaison to other business units with regards to warehouse operational movements, status concerns, requirements, cargo processing and handling that are warehouse related. All this information must be provided to the clients and/ or concerned parties in a timely and accurate manner.

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6. Monitor records and write down all the necessary information (weight, dimensions, and the shipment details) of the cargo for all incoming and outgoing cargoes released and/ or received from truckers. This information must be indicated in the shipper dimension form or proforma document to ensure that all shipment details are forwarded to the house waybill cutter prior to consolidation and labeling.
7. Ensure that checking of the physical appearance and condition of both incoming/ outgoing cargoes before final acceptance from the trucker is done, this is to be accomplished prior or during consolidation, turn-over/ transfer of cargoes to CVAN or Trucks.
8. Supervise labeling and marketing of the cargoes to make sure that all out-going and in-coming cargoes are properly segregated into the pallet by destination, by consignee for proper consolidation and loading.
9. Maintain overall orderliness and cleanliness of the warehouse. Safeguard the asset of the company by ensuring the presence of control at the warehouse premises and that no properties or asset of the company are taken out of the warehouse premises without proper authorization in accordance with current company policies and procedures.
10. Perform any other function as assigned by his/ her immediate leader.

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III Minimum Qualifications

1. College degree or equivalent is preferred but can also be a graduate of any 2 year course.
2. 1 year related functional experience in on a position with similar job descriptions or any logistics company or logistics related position.
3. Preferably knowledgeable in the use of Microsoft office programs specifically excel, word and power point.
4. Proficiency with computers and can learn use of in house warehouse related programs.

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