

Department Lead - Lighting

DEPARTMENT

Rentals & Production

REPORTS TO

Warehouse Manager

OVERALL RESPONSIBILITY

A comprehensive understanding of the lighting inventory. Warehouse Leads are responsible for the accurate movement, tracking, handling, and storage of inventory throughout the warehouse. This includes pulling equipment, scanning inventory in and out, packaging equipment, loading and unloading vehicles, returning equipment to its designated location, maintaining warehouse organization, and facilitating equipment sent for service or repair.

Warehouse Leads serve as the final quality checkpoint before equipment leaves the warehouse. While they are not ultimately responsible for equipment preparation or specification, they are expected to identify and raise concerns regarding missing, damaged, incomplete, or incorrect equipment. Through teamwork and communication, Warehouse Leads play a critical role in ensuring successful event execution.

PRIMARY AREAS OF RESPONSIBILITY

WAREHOUSE

- Follow warehouse safety policies.
- Knowledge of the physical location of each item within the department.
- Keep the warehouse department organized.
- Offers ideas for better organization of the department.
- Loads/unloads trucks when needed.
- Operate forklift as needed.

INVENTORY

- Pull, package, and scan equipment onto jobs as needed.
- Oversee inventory quality and keep 'show-ready.'
- Unpackage, scan and restock equipment to go back into inventory.
- Ensure that the physical inventory matches precisely what is in the inventory software.
- Ensure that all items are properly cataloged, organized, and stored in a way that makes them easy to locate.
- Perform quality control checks on equipment and follow repair procedures
- Double-check that the items on a job are completely pulled and scanned and no items are missed.

JOB POSTING

Department Lead - Lighting

- Performs basic System prep.
- Perform maintenance as needed.
- When pulling equipment, notify the Account Rep if something looks incorrect.
- Oversee the coming and going of the department's inventory.
- Build new and creative systems for better efficiency for the department.
- Suggest items within the department that should be sold off or decommissioned.
- Maintain the department's cases (wipe down & vacuum).
- Print utilization reports for insight into the department's equipment usage and work alongside the Department Heads to recommend purchases based on frequent use & shortages.

QUALIFICATIONS

- Ability to work within a team.
- Familiarity with the department's equipment and terminology.
- Strong organizational and inventory management skills.
- Basic technical knowledge of equipment and troubleshooting.
- Ability to work with warehouse management software or tracking systems.
- Physical stamina to handle and transport heavy equipment.

EXPECTATIONS

- Be able to adjust to a changing work time schedule.
- Must get to and from work at the employee's expense and convenience.
- Must be able to keep a positive attitude and work within a team.
- Meet the objectives below.

COMPENSATION

Starting at \$22.00 per hour, with final compensation based on relevant experience, technical knowledge, and qualifications. This is an hourly position.

To apply, please submit your resume and any supporting documents to resumes@soundboxpro.com.