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Video Department Lead

DEPARTMENT

Rentals & Production

REPORTS TO

Warehouse Manager

Consults with Department Heads

OVERALL RESPONSIBILITY

A comprehensive understanding of the video inventory. Ensure that the inventory in-house is accurately reflected in the inventory software and is 'show-ready.'

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.
- 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.

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- 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.
  -Possible early start, work past 5, Saturday shift.
- 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.

OBJECTIVES

OBJECTIVE 1: KEEP THE DEPARTMENT'S AREA CLEAN, ORGANIZED, AND SAFE

- That includes (but not limited to) the following:
- Create safety policies as needed
- Enforce a safe work area
- No loose equipment lying on the floor
- All equipment has a home for storage

OBJECTIVE 2: DEFINE WITH WAREHOUSE MANAGEMENT NEW GOALS FOR THE DEPARTMENT

- That includes (but not limited to) the following:
- Establish baselines for efficiency in warehouse operations
- Average time to scan out items
- Average time to scan in items
- Meeting or exceeding restock deadlines
- How fast can we flip equipment from job to job

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OBJECTIVE 3: CREATE NEW PROCEDURES TO IMPROVE EFFICIENCY

- That includes (but not limited to) the following:
- How do we improve those times?
- Think outside the box, and let's do things differently
- Change warehouse organization to improve efficiency
- Create zones in the warehouse to improve efficiency

OBJECTIVE 4: ENSURE PHYSICAL INVENTORY ON PREMISES MATCHES THE SOFTWARE

- That includes (but not limited to) the following:
- Knowing the physical location of all department's items.
- Following up on any unreturned items.
- Advising management of any missing items.
- Updating software to reflect physical inventory accurately.

OBJECTIVE 5: ENSURE THE DEPARTMENT'S INVENTORY LEAVING THE SHOP IS COMPLETE AND UP TO STANDARD

- That includes (but not limited to) the following:
- Ensure equipment is in working condition and packaged properly.
- Ensure equipment leaving the shop looks its best (no dusty cases, etc.)

COMPENSATION

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