# Kubota Engine America

**JOB TITLE:** Packaging Team Lead
**DEPARTMENT:** Warehouse
**REPORTS TO:** Assistant Manager, Warehouse
**FLSA STATUS:** Non-Exempt

**Job Description Summary**
The Packaging Team Lead is responsible for coordinating the activities of the packaging, kitting operation and leads the packaging process for spare parts. This position will provide packaging recommendations related to materials selection, assembly and process flow as well as assist in the overall development of the packaging and kitting operations to seek continuous improvement and maximum efficiency. This department will require the Lead to make some independent decisions regarding the planning, organizing, and scheduling of the work involved.

**Duties and Responsibilities**
- Assist in supervising and coordinating activities with packing product and preparing weekly customer orders
- Monitor the packing of all materials, ensure materials are packed correctly based on the packaging specifications
- Establish and maintain standard productivity rate for packing by product
- Perform process time-studies to determine cost basis and measure for improvement
- Operate various packaging machines and technology to be able to troubleshoot, label, seal and wrap product
- Maintain established KPI's and make additional refinements
- Set-up packaging equipment and establish process guidelines
- Recommend packing materials and assembly procedures to establish newly packaged parts specifications
- Monitor and maintain packaging material supplies and adhere to 6S warehouse standards
- Routinely enter and extract data from the appropriate computer system and software
- Assist in formalizing, standardizing and documenting all existing packaging specifications
- Research, introduce and promote packaging improvements that make our packaging more efficient while maintaining quality expectations
- Train, motivate, and monitor performance of the packaging team and/or outside temporary labor to ensure appropriate process, quality and quantity of work and provide constructive feedback as necessary
- Assist Warehouse Manager in establishing new processes for warehouse improvements
- Performs other duties as assigned such as packaging of outbound shipments during slower business periods
- Drive forklift in a safe manner ensuring loads are stable and secure
- General housekeeping which includes sweeping, dusting, and mopping
- Maintain an organized and secure work environment
- Support co-workers in other departments as needed
- Inform Manager of all noteworthy activities and follow chain of command
- Follow safety guidelines and department and corporate policies and procedures

**Authority**
Assists in the oversight of Warehouse staff

**Job Knowledge, Skills, and Abilities**
- Working knowledge of packaging methods and processes and ability to determine packaging requirements
- Ability to work independently with minimal supervision; be reliable and punctual
- Effective team leadership skills with strong initiative and ability to identify issue and develop solutions
- Ability to operate various packaging machines and technology to label, seal and wrap product
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Good command of the English language, both written and verbal
- Ability to comprehend a variety of instructions, both oral and written
- Ability to be tactful and diplomatic in challenging situations
- Ability to maintain a high level of confidentiality
- Good oral and written communication skills
- Ability to define problems, collect data, and establish facts

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals; capable of understanding weights and measures
- Advanced knowledge of word processing and spreadsheet applications
- Strong knowledge of computerized inventory system, BOM systems, and/or SAP
- Ability to operate fork lift trucks
- Ability to operate telephone, copier, fax machines, and other general office equipment
- Ability to travel on an as needed basis, possibly overnight, often with last minute notice

**Education and Training**
- Bachelor's Degree preferred in related field
- Minimum of 3 years experience leading a team or process
- Minimum of 5 years prior production or process equipment experience
- SAP knowledge preferred

**Physical Demands**
- Walking, stooping, bending, and reaching for long periods of time with some sitting
- Frequent pushing and pulling of objects
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Extending hands in any direction
- Ability to drive a car and travel by air
- Ability to climb step ladder up to 15 feet
- Regular lifting and/or moving up to 50 pounds
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

**Work Environment**
- Work is primarily performed in a warehouse where the worker is subject to temperature changes
- Regular exposure to vibration, fumes, gases, and proximity to moving mechanical parts
- Handling of potentially dangerous chemicals or other substances
- Noise level ranges from moderate to very loud

**Tools and Equipment**
- Forklift truck, hand pallet jack, label machine, packing machine, computer, and calculator
- Steel toed shoes are required at all times

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Supervisor/
Manager: _____ Date: _____

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