



Job Posting

Job Title: Warehouse Lead Hand
Status: Full Time (Monday – Friday)
Reporting to: Manager, Warehouse Fulfillment
Location: 1090 Morrison Drive, Ottawa, ON

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

The successful candidate will be required to take a leadership role in the Fulfillment center which supports the picking, packing and shipping process. The Lead Hand is required to investigate and resolve unusual situations or discrepancies, provide day-to-day guidance to others and co-ordinates the activities within the assigned area to ensure smooth flow of work.

Hours will be 6:00am – 2:30pm, Monday to Friday

Key Responsibilities:

- Ensuring safety and operating procedures are known, understood, and followed.
- Assisting with developing procedures
- Liaising with other groups on work-related issues and concerns
- Preparing reports as required, relating to procedures, efficiency, attendance, etc.
- Assigning tasks to other group members
- Provide input and guidance on any Warehouse processes
- Works with the manager to assess performance.

- Works with employees to plan, monitor and provide timely and useful feedback individual performance of unit members.
- Receives guidance in handling sensitive employee situations, such as performance issues, absenteeism, etc.
- Takes accountability for the behavior and performance of the assigned group and/or shift, and provides on-the-job training and mentoring to other team members.

Knowledge and Skills:

- Personal qualities: organized, strong attendance, effective communication skills, strong work ethic, problem solver
- Ability to read and understand documentation e.g. Purchase Orders, Way Bills, Bill of Lading, Packing Slips
- General knowledge of LVT product
- Positive attitude
- Ability to lift 40lbs
- Intermediate to advanced knowledge of Microsoft office products
- Knowledge of warehouse management systems (WMI)
- Ability to obtain a forklift license
- Ability to obtain a first aid certificate
- Is required to review team's performance and address areas for improvement
- Is required to perform annual performance reviews
- Must be willing and able to lead staff meetings and provide regular updates to team.
- Is required to perform first level investigation of any issue within their scope of responsibility
- Correspond with other departments to resolve issues.

Working Conditions:

- Work involves frequent exposure to more disagreeable elements, moderate to high risk of injury, harm or illnesses, extra safety measures may be needed. Warehouse environment, picking product, potentially sharp items, use of motorized equipment.

Interested in joining the Lee Valley Team?

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