JOB PROFILE

November 2026

Title: Warehouse Lead Associate

Location: Sto Corp. – Glendale, Arizona

Department: Shipping and Receiving

Reports To: Warehouse Supervisor

Positions Supervise: N/A

Position Summary

Work with a team of warehouse personnel to ensure the provision of professional incoming goods, storage and dispatch service to customers, encompassing both speed and accuracy, supporting the directions of the Warehouse Supervisor in a team-oriented leadership role.

Plan and coordinate the incoming goods, storage and dispatch of items in a timely and efficient manner to achieve your team objectives and Key Performance Indicators (KPIs), as determined by the Warehouse Supervisor in support of the Manufacturing Superintendent.

Overall responsibility for all aspects of the effective leadership in training and the development with emphasis on the health, safety and welfare of the team.

Essential Functions & Responsibilities in support of the Warehouse Supervisor (includes, but not limited to):

- Direct and coordinate shipping/receiving activities of the organization while effectively utilizing and training staff on SAP, MRP and Alfresco as required for their position.
- To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with non-conforming products.
- Management of third-party offsite storage.
- Working closely with the Purchasing department to ensure adequate stock levels.
- Organizing and ensuring accurate and periodic cycle counts and stock adjustments.
- Be responsible for ensuring that the quality of the product and service within the Warehouse is maintained at the highest possible standards for the customer.
- Maintain work procedures to effectively meet shipping and receiving schedules and attain consistent quality of delivery to customers in a safe manner.
- Support quality procedures and team quality targets are strictly adhered to.
- Support the company's Health and Safety Policy, ensuring safe working conditions and practices within the Warehouse.
- Recommend measures to improve shipping and storage methods, equipment performance, and quality of service.
- Utilize Lean Manufacturing best practices for facility and process improvements.
- Performs activities of Shipping and Receiving associate.

Additional Responsibilities:

- Performs other similar or related duties as requested or assigned.

- Actively participates in safety policies, activities and implementations.

Position Qualifications:
Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions
- Adaptability - Ability to adapt to change in the workplace
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Communication - Ability to communicate effectively with others using the spoken and written words
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards
- Interpersonal - Ability to get along well with a variety of personalities and individuals
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative

Knowledge/Skills:

- Strong knowledge and proficiency of data software: Microsoft Office Suite (required), SAP (required) and ERP (desired)
- Possess strong communication skills, both oral and written
- Be a team player – willing to work for the improvement of the team and its goals
- Must have strong customer service skills and the ability to multi-task
- Strong organizational and interpersonal skills are necessary to meet the demands of the position
- Flexible about work assignments
- Dependable
- Self-starting
- Current Forklift certification with High Reach experience is desirable.

Education:
H.S. Diploma

Experience:
5-10 years' experience in Shipping and Receiving environment with 2-3 years in relevant Warehouse and Distribution lead role desirable; equivalent combination of education and experience.