



STRONG THROUGH
INNOVATION.
STRONGER WITH YOU!

JOB DESCRIPTION
WAREHOUSE LEAD

Department Name: SUPPLY CHAIN
Reports to: PURCHASING MANAGER

VON ARDENNE develops and manufactures advanced coating equipment for the deposition of micrometer to nanometer-thin functional layers on materials such as glass, metal strip, wafers, and polymer films. These materials are the basis for products such as solar modules, architectural glass, or smart phone displays.

RESPONSIBILITIES

You will be a core member of the Von Ardenne North America Supply Chain Team to provide world-class service to customers for our sophisticated vacuum coating equipment. The role is based and located in Perrysburg, Ohio.

- Oversee and manage logistics and dock activity including live loading and unloading, transporting products to customers and company facilities, and communicating with drivers to ensure efficient delivery of packages.
- Coordinate day to day operations, including providing direction for hourly employees
- Establish warehouse practices and protocols to achieve an efficient and safe warehouse, including keeping up to date on the latest federal and state safety regulations and procedures.
- Regularly audit, document, and report on inventory status and conditions
- Support project manager and technicians with transportation and management of tools and consumables
- Maintain clean and presentable warehouse complying with procedures, rules, and regulations.
- Collaborate with and support Logistics Coordinator
- Support general office duties and administrative staff
- Resolves warehouse-related and product issues with representatives from other departments throughout the company.
- Maintains a working knowledge of all operating systems pertaining to the work area.
- Communicate with other departments to ensure products are shipped in a timely manner
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- 3-5 years of work experience in providing superior customer service, preferably in a high-volume manufacturing operation, and demonstrated ability to focus and solve problems
- Profound background in warehouse and inventory management
- Must be pro-active and customer service oriented
- Must be able to operate a forklift truck and pass a certification test
- Must have working knowledge and experience of computer-based inventory recording systems (SAP preferred)
- Good oral and written communication skills
- Be able to lift up to 50 pounds as part of the job function
- Associate degree or equivalent work experience in related discipline.

PREFERRED QUALIFICATIONS

- Very good command of spoken and written English, speaking German is a plus.
- The ideal candidate would possess knowledge of thin-film semiconductor PVD coating, high-volume manufacturing, and development activities for automated deposition equipment, service, and operations.

FLSA exemption status: Exempt: Non-Exempt **Status:** Full-time Part-time Other: _____

Reporting Relationships: No Direct reports Direct Reports

Travel: May travel up to %.

Date Approved: _____

Physical Requirements:

- Ensure adherence to all Safety Procedures and Housekeeping standards
- Will sit or stand for extended periods of time throughout the day
- Required to lift up to 50 lbs.
- Will walk and climb stairs occasionally
- May reach over shoulder heights and below waist
- Required to use hands to lift, handle, carry or feel
- May be required to stoop, kneel, or bend occasionally
- 20/40 vision with or without correction
- The ability to wear personal protective equipment is required (including but not limited to: steel toed shoes, gloves, safety glasses, hearing protection, reflective vest or respirator-if required).

Working Conditions

The above list of responsibilities is intended to describe the general nature of the level of work to be performed by the incumbent; it should not be considered exhaustive.

Qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity or gender expression, age, disability, military or veteran status, height, weight, familial or marital status, or genetics.