

**Job Description**  
**Tagging Team Leader**  
**Century International Arms, Inc.**  
**Century Arms, Inc.**

Reports to: Warehouse Supervisor  
Location: Vermont

Position Type: Full-Time

**Summary of Position Mission**

The Tagging Team Leader is responsible to support the Tagging Department in meeting the throughput and compliance goals set by the Company.

**Responsibilities**

- Oversees and supervises the day to day activities of their respective area and people.
- Oversees the accurate receipt, sort, grade, marking, and data entry on all incoming Firearms in accordance with all federal regulations and warehouse procedures.
- Oversees that paperwork is completed properly and accurately by others for movement within the Tagging department as well as for downstream customers.
- Oversees the Tagging area to ensure it is kept neat and orderly and up to company policies.
- Ensures all work complies with all federal regulations.
- Unloads and loads trucks.
- Ensures damage free movement/storage of inventory throughout the department.
- Adheres to all employment policies/safety policies/practices required by law/established by Company.
- Ensures that everyone in the department area adheres to all employment policies/safety policies/practices required by law/established by Company.
- Communicates to Warehouse Supervisor all issues that may prevent receipt and shipment goals being met.
- Communicates and collaborates with Supervisor/Manager/Management on recommendations and improvements to be made in the flow of products through the department.
- Troubleshoots as necessary problems that may arise and develop workable solutions.
- Improves upon and maintains acceptable production numbers in accordance with Company standards.
- Stays on task with assigned duties at all times.
- Completes all required paperwork timely and accurately.
- Wears all necessary Personal Protective Equipment directed by Company at all times.
- Demonstrates sound working knowledge of firearms safety.
- Maintains and keeps workstation and department area clean.
- Reports and resolves any maintenance and/or safety issues.
- Demonstrates a positive attitude towards co-workers, other departments and the Company.
- Maintains respect, courtesy and professionalism towards all co-workers and the Company.
- Regulatory Compliance
- Maintain ERP system integrity
- Protects organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Communicate clearly and effectively with co-workers and management.
- Actively participate and support the 5S process within the work area on a daily basis.
- ***Other duties will be assigned as required.***

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**Qualifications & Knowledge Required**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Associates Degree or equivalent years' of experience is desired.
- General mechanical ability is desirable.
- General computer skills and familiarity with computers is highly desirable.
- Must be able to accurately read and verify alpha numeric characters and product descriptions perform basic arithmetic calculations and visually distinguish between different qualities of similar product.
- Additional abilities include operation of pallet jacks, forklifts and material handling equipment as necessary to perform job duties.
- Must be capable of following all established environmental safety protocols required by OSHA/Federal/State agencies and Company, interact effectively with a variety of people, ability to operate small hand tools, ability to move objects as requested and necessary, and ability to accept and follow directions.
- The ability to give safe and effective directions to staff is required.
- This position requires attention to detail as well as the ability to follow directions and organize and prioritize accordingly.
- Physical requirements include frequent lifting/pushing/pulling objects as necessary.
- The employee will frequently sit, stand, and walk throughout the workday.
- The employee occasionally is required to stoop, kneel and crouch.

**Working Conditions**

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects up to 65 lbs.
- Be able to lift, push and pull objects as necessary
- May be required to stand and walk throughout the workday
- Occasionally required to bend, stoop, kneel and crouch

**Disclaimers**

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

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Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Jeremy Bates	Date:	10/9/2020