

Warehouse Lead – Shipping & Fulfillment

Location: Kennesaw, GA

Reports To: Warehouse Manager

Position: Full-Time, On-Site, M-F, 7:30- 4:30

Position Overview

Blackwood Cabinets is seeking an experienced **Warehouse Lead – Shipping & Fulfillment** to serve as a key floor leader and second-in-command to the Warehouse Manager.

The primary responsibility of this role is to **keep orders moving accurately and on schedule** by coordinating picking, assembly, packing, staging, and shipping teams around daily fulfillment priorities. This position will oversee the flow of **LTL flat-pack and assembled shipments, warehouse pickups, and small parcel orders and claims**, ensuring orders are ready to ship or be picked up when promised.

Key Responsibilities

- Lead and prioritize daily order flow from **picking through staging, shipping, or customer pickup** based on order deadlines, assembly schedules, carrier pickups, and customer commitments.
- Learn and become proficient in internal systems, including **WMS tools for tracking and fulfilling orders and TMS tools for quoting, scheduling, and booking freight**.
- Coordinate across **picking, shipping, assembly, inventory, and parts teams** to prevent delays and resolve bottlenecks.
- Provide strong hands-on leadership of picking and shipping dock operations.
- Serve as backup to the Warehouse Manager and help coordinate the broader warehouse operation when needed.
- Help train and onboard new employees on warehouse systems, workflows, and fulfillment procedures.
- Identify order issues, shortages, or delays early and help drive solutions.
- Support warehouse accuracy, organization, safety, productivity, and continuous process improvement.

What We're Looking For

- 3+ years of warehouse, distribution, fulfillment, or shipping experience preferred.
- Previous lead, team lead, shipping lead, or supervisory experience.
- Strong experience with picking, staging, LTL freight, small parcel, and shipping dock operations.
- Ability to coordinate multiple teams, priorities, and deadlines in a fast-paced environment.
- Comfortable learning WMS, TMS, ERP, and other operational systems and training others to use them effectively.
- Hands-on team player who can lead while working alongside the team.
- Ability to learn new products and processes quickly.

As a growing startup, flexibility, initiative, teamwork, and the ability to adapt and improve processes will be essential to success in this role. **Cabinet experience is not required.** We are looking for someone with strong warehouse and distribution experience who can learn our products and systems, take ownership of daily execution, and grow into greater responsibility as Blackwood expands.