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Big Country Raw Job Posting

Title: Warehouse Manager

Location: Calgary, Alberta

Employment Status: Full-Time

Estimated Start Date: 1st Week of August

Overall Accountability

The Warehouse Manager is responsible for the overall operation and maintenance of the Calgary Warehouse. Through the direction of the Order fulfillment team and Drivers, they will ensure the accurate and timely delivery of all orders for the western provinces. They will be relied on for their knowledge and expertise as it relates to warehousing and distribution, inventory control, building maintenance, cost containment and customer service.

Key Responsibilities

- Oversees the daily direction of the warehouse operations and deliveries by applying warehousing best practices and ensuring tasks are completed efficiently and accurately.
- Develops and maintains a positive working relationship with the warehouse team focusing on customer service excellence.
- Collaborates daily with direct reports to review product being received, warehoused and shipped.
- Ensures the accuracy and quality of out-bound third-party shipments, meeting all requirements for frozen distribution.
- Maintains accurate inventory levels and reconciles inventory variances in a timely manner.
- Ensures that all areas of warehouse operation meet or exceed regulatory requirements (i.e. Cleanliness, GMP, Health & Safety, Environmental).
- Safeguards warehouse operations and contents by monitoring security procedures.
- Orders warehouse supplies and manages the overall supplies budget while focusing on cost containment.
- Responsible for the physical condition of the warehouse, equipment, racking and storage area.
- Develops employees by providing direction regarding assigned tasks, evaluating performance, and providing coaching, as required.
- Promotes and maintains a safe and healthy working environment; enforces compliance with established safe work practices and ensures new employees receive training and information necessary to perform their job in a safe manner.

Reports to: Logistics Manager (Ontario Location)

Direct Reports: Order Fulfillment TM, Administration/Order Fulfillment TM and Delivery Drivers

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Qualifications & Experience

- A post-secondary Diploma / Degree is an asset.
- 7+ years' related work experience in warehousing / distribution.
- 3+ years' experience in a leadership / supervisory capacity.
- Forklift certification
- Class 3 license is an asset
- Acceptable Drivers Abstract
- Strong computer skills, (Microsoft Suite).
- Knowledge of relevant laws and regulations related to building, fire, Occupational Health and Safety and Workers Compensation Board - Alberta

Competencies

- Leadership / Motivation
- Organization / Planning
- Decisive
- Able to adapt to change quickly
- Change Management
- Communication

We offer competitive wages a comprehensive benefit plan and the opportunity to work with great people! If you are someone who enjoys leading a team, managing all elements of a warehouse facility, while ensuring our customers receive excellent customer service, then this job is for you!

HOW TO APPLY:

Please submit your resume via the **Indeed Job site** for Canada. Applications must be submitted prior to June 26, 2020.

We are conducting an internal and external search simultaneously. We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted.

Big Country Raw is committed to meeting the needs of persons with temporary and/or permanent disabilities in a way that allows them to maintain their dignity and independence. We are happy to discuss any need for accommodation in the workplace and will make an effort to meet those needs in a timely manner by preventing and removing barriers to accessibility in the areas of information, communications and employment.

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