

Warehouse Supervisor

We are looking for an outgoing and professional Warehouse Supervisor for our Ottawa, ON Branch. We offer a competitive salary and benefits package including a group RSP. If you wish to have a career in a fast paced industry – join our team!

Responsibilities

Supervise overall department processes including, but not limited to coaching and development of staff to meet organizational goals, working shoulder to shoulder with co-workers.

Ensure warehouse and outside yard storage is organized to support receiving, storing and shipping of products

Identify damaged or obsolete products

Provide information regarding inventory levels in the warehouse

Ensure merchandise has been processed and recorded according to bills of lading prior to leaving warehouse

Supervise loading, unloading and transfers of products

Provide service and support to customers, sales and delivery teams

Ensure tasks are completed with health and safety at the forefront of all activities.

Qualifications

3 years experience in operations management

Hazardous Materials Training

Level 1 First Aid (preferred)

Proven leadership for successful day to day operation of warehouse facilities

Ability to plan, direct, and coordinate daily routines in the organization and processes for product receiving, storing and shipment

Ability to meet customer expectations

Ability to identify issues and participate in resolution of issues with standardization, cost reductions, and analyzing processes and procedures

Forklift Certification

Ability to lift up to 75 lbs consistently