



CONVOY SUPPLY LTD.
Construction Materials

Position: Branch Manager

Location: Windsor

Full-time 40h/week

General Responsibilities

The Branch Manager is responsible for leading a Convoy team in delivering exceptional customer service and achieving corporate objectives. In addition, you are responsible for developing, promoting and fostering excellent relations with our customers, including building and maintaining a positive and safe work environment for our valued staff.

Job Duties

- Ensure procedures and safety protocols are followed at all times and that all branch personnel perform their job duties in a safe manner to avoid work-related accidents and injuries.
- Ensure that branch personnel understand the overall company objectives and that they work together as a team.
- Oversee the operations of the warehouse and truck deliveries of product.
- Reinforce continuously respectful communication between departments.
- Set reasonable goals with deadlines for completion.
- Make timely decisions, exhibit sound and accurate judgment.
- Look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
- Identify individuals who require support, training, and corrective action.
- Help maintain positive employee relations to keep morale high at the branch.
- Research and resolve high level customer and order issues.
- Other duties as required as assigned.

Qualifications

- Five years of industry experience as a manager in the roofing or similar industry in a warehouse environment.
- Better than average written and spoken communications skills.
- Outstanding interpersonal relationship building and employee coaching and development skills.
- Possess strong computer skills in automated distribution management, Microsoft Office, inventory control, warehouse management, and inside sales.
- Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
- General knowledge of various employment laws and practices and employee relations. Evidence of the ability to practice a high level of confidentiality.

We offer a competitive salary and benefits package. If you wish to have a career in a fast paced industry, join our team!

All interested candidates can email their resume to: hiring@convoy-supply.com.