

Title: Warehouse Supervisor
Reports to: Production Manager

Location: Langley, BC

POSITION SUMMARY

Due to growth at our Vancouver Head Office we are adding to our leadership team. We're looking for the best and brightest to take our Warehouse department to the next level.

The Warehouse Supervisor is responsible for planning, coordinating and executing the day-to-day activities of all Warehouse activities and leading the team of 4 – 6 employees in the following work areas: Picking, Packing, Receiving, Shipping, Returns, Inventory Control and Documentation.

The Warehouse, is a fast-paced environment that sees over 1,000 unique orders shipped directly and via intercompany transfer per month. It includes managing care and control over \$3m worth of inventory in both stock shapes and finished parts.

If you have passion and expertise in distribution, shipping and receiving, forklift operation, or picking and packing, Redwood Plastics & Rubber is the company for you.

DUTIES AND RESPONSIBILITIES

- Manages department budget spending to target goals.
- Responsible to ensure over 1,000 orders per month are shipped both directly to customers and to our other North American divisions with 100% accuracy
- Managing physical control of \$3M+ inventory that includes over 2,000 stock items with the expectation that it is accurately tracked
- Works with all other departments including manufacturing, operations, purchasing, sales, to ensure our customer expectations are being met.
- Responsible for contributing to and executing on the department operational plan.
- Freight Scheduling and Logistics including parcel, LTL, Container Shipments, receiving, restock, inter-company transfers).
- Asset management including safety, maintenance scheduling, training and safe operation of Forklifts, Pickers and other equipment within department.
- Responsible and Accountable for the physical management, receipt, movement, storage, and cycle counting of all distribution inventory and warehouse stock including pick-and pack activities and FIFO activities.
- Monitor, Collect, Report and Manage Key Performance Indicators (KPI's) that ensure the objectives of the department are being met.
- Accountable and Responsible for maintaining a safe, clean and well-organized yard, including all yard activities such as truck-access, truck staging, loading & unloading and product staging.
- Coordinating and organizing the flow of incoming and outgoing materials.
- Spend time daily and weekly working hands-on in all work-areas to observe non-conformances, efficiencies, and encourage high productivity as well as helping with the workload.

SKILLS, EDUCATION & EXPERIENCE

- 5-8 years' leadership experience in a warehouse environment or similar
- 4-year college degree in is an asset
- Create, implement and execute lean methodology
- Proficient in Microsoft Office Suite
- Ability to lead and maintain a safe, efficient and clean work environment
- Ability to lift up to 50lbs frequently
- Flexible and adaptable with schedule which could include some weekends with occasional after hour requirements.