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## Warehouse Supervisor/Manager

### Description

In conjunction with the rest of the Management Team, the Managers role is critical for ensuring deliveries and pick-ups are performed in timely manner. The responsibility includes identifying and addressing issues relating to the warehouse on an on-going basis, planning, scheduling, and prioritizing tasks.

### Responsibilities

- Setting up day's operational schedule
- Hold a daily meeting with all Shipping Foreman to share information pertaining to the previous day's activities and the continuation of duties throughout the rest of the shift.
- Communicate with other facilities to relay the day's logistics plan for drivers and trailers being utilized for their purpose, also pick-ups and deliveries from other locations.
- Check on early loads (kosher loads) to ensure they are scanned appropriately so all invoicing can be completed and loads are dispatched on time.
- Begin the movement of trailers into loading docks according to dispatch needs, provide packing materials for the Production Department and all trailers required for the rotation of product, order filling, future outgoing loads, cattle transfer...etc.
- Checking products following Q.C protocol, rotation of inventory (FIFO policy)
- Responsible for completing inventory counts on regular basis to ensure consistency with the system.
- Work in collaboration with the Sales and Production Departments for future orders; follow up on any foreseen shortages of products or incoming products for resale, check daily cut sheets, and overall product projections from the Production Department.
- Check that all required departmental documentation is completed, Q.C forms return slips (providing them to the Sales Manager for credit approval) answer daily emails from ERB transport (OS&D's) keeping track of product orders and having Accounts Receivable personnel aware of any discrepancies from any outgoing orders.
- Work in collaboration with the Manager, Human Resources and Health & Safety to keep track of employee records, i.e. attendance, disciplinary actions, vacations, overtime, etc.
- Report all incidents, accidents and near misses by filling out proper reports relating to all employees, contractors, visitors and Company property.
- Participate in creating new company policies and procedures as required by changes in practice.
- Assist the Quality Control Manager on any issues related with Shipping or Production such as the updating of CCPs, responding to open C.A.R violations, corrective actions, recollecting information for product recall...etc.
- Works in compliance with the Ontario Occupational Health and Safety Act and all other relevant governmental legislation
- Monitor and ensure daily manure and bones pick-ups.

### Hiring organization

INTS Consulting

### Employment Type

Full-time

### Job Location

Toronto, Ontario

### Working Hours

Day shift, 8 hours

### Base Salary

\$ 75,000.00

### Date posted

2023-10-10

