



JOB DESCRIPTION

JOB TITLE:	Warehouse Manager
DIVISION:	Facilities
REPORTING TO:	Divisional Manager

Summary:

The Warehouse Manager is responsible for the efficient and effective management of the Corporation’s warehouse. The incumbent is required to develop and implement inventory systems, policies and procedures in alignment with the corporation’s strategic objectives.

In addition, the incumbent is required to supervise the human resources of the warehouse to encourage optimal efficiency of its operations.

Education, Knowledge and Experience

- Bachelor’s Degree in Business Management, Supply Chain Management or a related discipline from an accredited academic institution
- Diploma in Inventory Management, Logistics/Supply Chain Management, Warehouse Management or a related discipline from an accredited academic institution
- Possession of a valid Forklift drivers licenses
- Working knowledge of OSHA will be an asset
- Strong working knowledge of warehousing systems and related processes.
- Strong proficiency in the use of Microsoft Office Tools and software relevant to the job function
- Strong knowledge of inventory or supply chain management
- Minimum of three (3) year supervisory experience
- Minimum of six (6) years’ working experience in a warehouse environment or similar position and four (4) years in a supervisory capacity

OR

Equivalent combination of Qualification, Training and Experience

Key Duties and Responsibilities

Human Resource Responsibility

- Supervises, trains and motivates staff engaged in warehouse activities
- Monitors time and attendance of warehouse staff
- Evaluates employee performance and prepares the requisite performance appraisals
- Develops work schedule for staff assigned to the warehouse.

Warehouse/Inventory Management

- Manages and directs the all work activities for the warehouse to ensure that goods/materials are accurately labelled, tagged and stored in the designated areas.
- Develops and implements operational policies and procedures for warehouse operations
- Develops and implements inventory systems for the warehouse to efficiently and effectively store and track inventory
- Guides staff in the packaging of inventory to ensure it is stored in compliance with OSHA requirements
- Inspects all operations in the warehouse to ensure compliance with policies and procedures
- Develops processes for the picking, packaging and distribution of warehouse items
- Ensures that records are filed in accordance with UDeCOTT's records management policy and procedures
- Liaises with the Divisional Manager, Facilities regarding matters/issues at the warehouse
- Ensures staff adheres to all safety protocols in the warehouse
- Conducts facility walk -throughs to verify cleanliness of the environment
- Manages and maintains accurate records of all inventory in the warehouse in accordance with inventory management system.
- Monitors, reviews and collates bin cards to ensure accuracy of information
- Identifies, quantifies and values inventory stored in the warehouse
- Ensures that inventory is accurately packaged for distribution to customers as required
- Recommends new processes that will assist in the efficient and effective operations of the warehouse
- Directs and coordinates the activities in relation to Company Auctions
- Inspects equipment used in the warehouse for defects and oversees general maintenance as needed.
- Prepares and submits monthly reports on the status of activities at warehouse.
- Performs any other related duties as necessary.

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within Scope and limits of authority
- High degree of accuracy in preparing reports
- High degree of confidentiality
- Ability to function as part of a team
- Good interpersonal skills
- Excellent communication skills

Key Behavioural Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Problem Solving Is able to analyse data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct

Leadership: Ability to convince, influence, motivate and enable others to contribute to the efficiency, and success of the of the overall business strategy, culture and core values of the Corporation

People Development: Ability to manage key relationships and respond promptly to internal and external needs. Is able to create an environment that enables action on the part of employees towards the fulfilment of organizational and individual goals.

Change Agent: Manage the transformation process, using innovation and creativity as the catalyst for 'mind-set' change, and changes in attitude and standards of behavior for the optimal benefit of our communities

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

Risk Management: Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Corporation guidelines to mitigate risk.