

Beta-Calco Job Ad – Warehouse Manager

Beta-Calco is seeking an experienced, dynamic Warehouse Manager to join its team. We are a fast growing manufacturer of high quality, performance, architectural/commercial lighting products. With customer focused technology, exceptional after sales service, a twenty five year track record of constant product innovation and vertically integrated manufacturing in Toronto, we continue to execute our growth strategy. We are a third generation family owned business with a modern, flat organizational structure offering solid opportunities for career advancement.

****If you are interested in this position please complete our online assessment at:**

<https://apply.wonscore.io/Y9BU8Q/Beta-Calco>

Job Overview:

Reporting to the C.O.O., the Warehouse Manager will be responsible for strategically managing all aspects of Beta-Calco's receiving, storing, and distribution operations by initiating, planning, coordinating, and enforcing operational warehousing policies and procedures in compliance with the company's policies and vision. Responsible for overseeing the efficient receipt, storage, and dispatch of Beta-Calco's products, the Warehouse Manager will ensure productivity targets are achieved while continuously striving for improvement in key warehousing and distribution areas of operations. The Warehouse manager will be responsible for providing oversight and direction to their team, delegating responsibilities and developing a workforce by hiring, training and managing employee performance while supporting their staff in reaching departmental goals. You will also be responsible for ensuring all Beta-Calco policies and procedures are followed including workplace health and safety requirements.

Essential Duties and Responsibilities:

- Determine product handling and storage requirements to develop warehouse operations systems.
- Develop processes for receiving product, utilizing equipment, managing inventory and shipping product while adhering to all warehousing, handling and shipping requirements.
- Ensure all shipping documentation is accurately filled according to carriers and customs requirements.
- Direct and oversee the daily operations of the warehouse department including the receiving, warehousing, distribution and maintenance operations. Ensure department employees are following the company's policies, procedures and quality standards maintaining high levels of accuracy in the department's daily operations.
- Maintain physical condition of warehouse while maintaining all health and safety standards. Ensure efficient space utilization. Inspect equipment, issue work orders for repairs and requisitions for replacement.
- Control inventory levels by conducting physical counts, and reconciling with the ERP system. Ensure accurate levels of inventory are continuously maintained.
- Create reviews and recommend strategic plans to achieve operational objectives. Prepare and implement production and quality plans, ensuring that quality objectives and delivery deadlines are met.
- Manage the timely pick up of all recycled products and waste.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Liaise with clients, suppliers and transport companies.
- Ensure delivery vehicles are loaded and unloaded safely.

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- Plan staffing, recruit and hire new employees when necessary, and train new warehouse employees. Provide staff training when implementing new warehousing processes, systems or introducing new company initiatives.
- Create a positive, proactive and team based culture in the department.
- Plan and evaluate the performance of department employees, establishing performance measures and personal developmental goals.
- Prepare and submit to upper management annual reports of warehousing operations including reports on inventory status and improvement plans.
- Develop strong cooperative relationships with other departments such as: Operations, Assembly, Quality Control and Customer Service.
- Communicate with and respond to Customer Service inquiries.
- Hold regular meetings to discuss ways to improve warehouse operations and ensure the quality of operations is constantly maintained.
- Carry out market analysis to determine changes to transportation costs and interpret impact on company strategy.
- Support and work closely with management team members on strategic management projects and initiatives.
- Perform other duties as required by Beta Calco's Executives.

Skills and Qualifications:

- Bachelor's degree in logistics or another related field.
- 5+ years experience working in a warehouse environment with at least 2 years of proven warehouse management experience.
- Expertise in warehouse management procedures and best practices.
- Proven ability to implement process improvement initiatives.
- Strong knowledge of Health & Safety regulations and ability to implement appropriately.
- Working knowledge of ERP systems, inventory management software and ability to accurately track inventory.
- Strong knowledge of warehousing Key Performance Indicators (KPIs).
- High competency level in Google Suite applications and Excel.
- Excellent time management and organization skills.
- Hands-on commitment to getting the job done.
- Goal focused with demonstrated ability to multitask in a fast-paced environment.
- Strong English communication skills, both written and verbal.
- Excellent leadership skills.
- Very strong problem-solving and critical-thinking skills. Uses Strategic thinking and planning, able to identify issues, propose viable solutions, and implement appropriate changes.
- Valid Driver's license is required.
- Valid Forklift license is required.