

WorkBC Employment Services – Job Posting

WAREHOUSE MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#
Availability Requirements	;#Full time hours with some flexibility for time off and an opportunity to bank additional summer hours to be used for ski days in the winter months;#
Level / Salary Range	\$50K - \$55K/yr
Years of Experience	3-5 years
Position Area	Management
Date Job Posted	12/6/2018 12:00:00 AM
Application Deadline	1/6/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/warehouse-manager/ Applications received via email will be redirected to the website
Job Description	<p>This busy and exciting event company is looking for a Warehouse Manager to organize their current warehouse operations and to provide exceptional leadership to the team.</p> <p>Enjoy an exciting year round position working with some of the largest festivals and events in the Sea to Sky corridor.</p> <p>Offering a competitive wage within \$50,000-\$55,000/year range based on experience.</p> <p>Duties / Responsibilities include:</p> <ul style="list-style-type: none"> - Managing & reorganizing the warehouse, optimizing storage space and accessibility, updating warehouse policies. - Managing, tracking and updating inventory in our computer software. - Create and document efficient warehouse procedures. - Creating safety procedures that align with Health & Safety standards and conduct safety audits. - Providing effective leadership and supervising warehouse employees; mentoring and disciplining.

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	<ul style="list-style-type: none"> - Managing the warehouse crew; creating task lists, delegating duties, ensuring efficiency. - Following up on tasks with crew members and ensuring organization. - Coordinating with the Logistics Coordinator to prepare loads for projects. - Shipping & Receiving; ordering parts from suppliers, arranging shipping from suppliers and to customers, receive items and update inventory in computer software. - Building Maintenance Coordination; summarizing and winterizing warehouse building. - Vehicle Fleet Management; insurance, repairs and maintenance tracking and coordinating, reviewing damage reports and arranging repairs of various rental items. - Notifying Logistics Coordinator of any charges to be billed to customers.
<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - 2-3 years experience in a similar role. - Ability to perform in a physically demand positions ie: lifting 50 – 60 lbs repetitively. - Valid BC Driver’s License with clean driving abstract. - Strong computer skills (Microsoft & Windows). - Mechanical aptitude with some experience in electrical or carpentry is an asset. - Experienced manager with strong leadership skills who is highly organized. - Procedure development and inventory tracking experience. - Able to work with a flexible schedule both weekly and seasonally. - Experience within the tent/event industry with truck and trailer driving is an asset. - Prior forklift operation is an asset. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full time hours with some flexibility for time off and an opportunity to bank additional summer hours to be used for ski days in the winter months. - \$50,000-55,000/year based on experience and qualifications. - Seasonal and performance-based bonuses and tickets to various events/shows in the Sea to Sky Corridor. - Summers are particularly busy with orders outgoing and incoming. - Winters are largely warehouse organization and updating.