

## INTERNAL POSTING

Job Title:	Operations Supervisor	Job Code #:	2018-02-28CGY
Location:	Calgary, AB	Travel Required:	No
HR Contact:	Steve Rhodes	Position Type:	Full-time, 40 hours per week Monday – Friday 10:00 AM – 6:30 PM
Date Posted:	February 28, 2018		
Posting Expires:	March 14, 2018		

**Please drop off, fax or email resume and cover letter to:**

**778-732-0688 or [stever@sanmarcanada.com](mailto:stever@sanmarcanada.com) Subject Line: Operations Supervisor #2018-02-28CGY**

### Job Summary

#### **Operations Supervisor**

Reporting directly to the Warehouse Manager, the Operations Supervisor is to oversee and coordinate all warehouse production operations and to ensure adequate staffing levels are in place and coordinated to meet daily objectives. As a leader within the warehouse, the Operations Supervisor must have proven the ability to motivate, engage and support team members in a professional and positive manner.

The hours of this position are Monday – Friday, 10:00 AM – 6:30PM, but are subject to change to meet warehouse goals and objectives.

#### **Required Abilities and Experience**

- Minimum 3 years' experience within a warehouse environment
- Minimum 3 years' experience supervising or managing teams of 20 or more within a large warehouse environment
- Proven success motivating a large team
- Proven understanding and implementation of lean principles
- Previous experience in the garment and apparel industry an asset
- Certified operating Class 2, LC 2 Narrow Aisle Order Picker forklift a great asset
- Certification or post-secondary education in logistics or supply chain management preferred
- Strong understanding of computerized inventory systems, including document printing and RF functions
- Experience evaluating procedures and successfully implementing progressive changes
- Excellent knowledge in Microsoft Office programs and ability to learn new spreadsheet applications
- High customer service standards
- Valid first aid certification a plus
- Ability to work well under pressure and meet tight deadlines in a fast paced environment
- Ability to motivate and coach team members in achieving daily/weekly/monthly KPIs

## **Responsibilities**

- Supervise and direct staff activity daily
- Responsible for activities in picking, replenishing, checking and shipping
- Responsible for resource planning and meeting daily goals
- Responsible for meeting or exceeding established outbound customer service objective standards
- Responsible for ensuring that individual production standards are met
- Monitor and re-order general warehouse supplies and review equipment regularly
- Develop, finalize and deliver all performance appraisals of direct reports with Warehouse Manager
- Provide safety training and ensure compliance of safety policies
- Assign workloads as required
- Promote SanMar Canada's Vision, Values and Mission Statement
- Additional duties as required by Warehouse Manager