



Job Description – Warehouse Team Lead

Title: Warehouse Team Lead

Reports To: General Manager, Pacific Stone Tile

Location: Pacific Stone Tile, Vancouver, British Columbia

Who We Are:

Pacific Stone Tile (PST) is a group of like minded individuals committed to providing superior customer service and pushing the boundaries of the surfaces industry in Vancouver and beyond. We are a tight group who like to work hard to provide valued service to our customer base. We also keep our employees engaged and energized by having employee events like summer bbq's, employee appreciation day and allowing attendance to our yearly customer appreciation gala. In short, it's a great place to work. In short, it's a great place to work, check us out on:

Facebook: <https://www.facebook.com/Stone-Tile-International-260782600643572/?fref=ts>

Twitter: @StoneTileInt

Instagram: @stonetileint

Summary

The Warehouse Team Lead will be responsible for the direct management and handling of all Pacific Stone Tile's inventory and all its warehousing and distribution functions. Currently PST occupies approx. 10,000sqft of warehouse space at a separate location to its main showroom facility. We require an individual who thrives on working with minimal supervision by using that freedom to truly "own" the process. He/ she will drive the operation forward to produce results that lead to enhanced customer satisfaction while working within a safe and cost effective manner. In this position, you will lead the operation and management of the Warehouse. This is truly an opportunity to utilize your skills and experience to lead the charge in:

- 1) Optimizing and managing the warehouse space
- 2) Handling of all inbound and outbound freight on an accurate and timely basis
- 3) Ensuring staff adherence to legislative, safety, and organizational policies and procedures.

The Warehouse Team Lead will accomplish effective logistical oversight through strong leadership and decision-making skills.

Job Duties

- Manage the receiving, handling, distribution, and storage of all freight, product, and supplies that come in and out of corporate warehouses.
- Ensure all shipping orders are distributed to customers in a timely, accurate and efficient manner and in adherence to delivery schedules.
- Communicate all delays or variances in inbound/outbound freight to the appropriate parties.
- Maintain strict control over inventory counts and levels in order to meet internal and external demand of product.
- Plan warehouse layout and space requirements in order to prevent loss or damage, and to achieve full warehouse optimization.



- Take into account full implications of freight turnover, size, weight, and other factors when allocating warehouse space.
- Maintain a high level of cleanliness within the warehouse, ensuring material is put away in a timely fashion.
- Enforce that all activities are completed in a manner that creates a clean, safe and hazard free environment.
- Work with the General Manager to manage an annual budget or capital investment plan for inventory warehousing functions across the organization.
- Collaborate with Human Resources to develop and/or enforce corporate policies regarding security and safety in order to maintain a safe working environment.
- Maintain appropriate and complete documentation regarding regulated products and/or hazardous materials.
- Supervise warehouse employees, including collaboration with HR on the hiring, training, performance evaluation, disciplinary actions, and termination.
- Assess the need for, and arrange the purchase of, moving equipment like trailers, forklifts, crash pads, dollies, and so on.
- Investigate causes of lost or damaged shipments and other matters; make adjustments where necessary.
- Implement and monitor performance metrics for shipping and receiving.
- Enter orders/add-ons as needed and take credit card payments.
- Maintain and operate the ST2 Clearance center that will be coming in the future
- Perform other duties as necessary.

Requirements

- High School Diploma, G.E.D or equivalent.
- Certificate/degree in business, with a focus on manufacturing, warehousing, transportation, supply chain management, inventory control, or materials management.
- 3-5 years of direct work experience in a small to medium size warehouse in warehouse management function or supply chain management position.
- Direct working knowledge of operations, warehouse and transportation management.
- Direct knowledge of WHMIS and other safety systems.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Experience in managing third-party logistics providers.
- Solid project management skills are essential.
- Strong written and verbal skills to communicate with all levels of the organization.
- Team leadership and teambuilding abilities.

Working Conditions

- Some local travel may be required.
- Ability to attend and conduct presentations.
- Able to physically inspect company property and assets.
- Exposure to a noisy environment and outside weather conditions.
- Manual dexterity required to use desktop computer and peripherals.

Core Competencies

- Customer Focus
- Adaptability / Flexibility
- Creative and Innovative Thinking



- Ethics and Integrity
- Leadership, Coaching and Mentoring

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.