

Warehouse Supervisor

Rogers' Chocolates Ltd

Posted: May 22, 2024

Closing Date: TBD

Salary: \$23.00 to \$28.00 per hour

Job Type: Full-time, (7:30 am to 4:00 pm M-F)

Start Date of Employment (approx.): ASAP

Minimum Education: High School

Job Location

Victoria, British Columbia

Job Description

Reporting to the Director, Manufacturing Operations you will be responsible for supervising the factory's warehouse department. Your team will include 3-6 warehouse employees responsible for both shipping and receiving.

Supervisory duties will include organizing and coordinating employees, overseeing the shipping of orders into wholesale, web, and retail sales channels, overseeing proper receiving of all materials into the building, ensuring effective inventory control practices, and following food safety, SOP, and GMP policies and procedures. The ideal candidate will thrive in a fast-paced environment and be highly organized with their team while placing a strong emphasis on monitoring and maintaining quality standards. The position requires a high degree of teamwork and communication with the Factory and Customer Service teams as well as strong leadership skills.

This is a permanent position ideally suited to someone with at least 2 years of practical experience as a supervisor in a warehouse environment.

Qualifications

- Experience in a supervisory or team lead role.
- Shipping, receiving and/or warehouse experience.
- Education or training in warehouse operations and logistics an asset.
- Good command of Microsoft suite.
- Ability to analyze and manage inventory.
- Ability to manage staff effectively in a team environment.
- Excellent communication skills.
- Physical capacity to perform heavy lifting (approx. 20 kg).
- Ability to work with limited direction.
- Attention to detail with a high degree of accuracy.
- A commitment to exceeding quality standards.

How to Apply

Please send your resume and cover letter in .pdf format to: ap@rogerschocolates.com