

# WAREHOUSE SUPERVISOR – AFTERNOON SHIFT

## QUALIFICATIONS

### Education & Certification:

- High school diploma
- Experience with forklift and/or reach truck – certification required
- Post-secondary education in operations management or related field would be considered an asset
- Knowledge of Good Manufacturing Practice (GMP) related to the food industry and Hazard Analysis and Critical Control Points (HACCP) certification is an asset

### Experience & Skills:

- Minimum 5 (five) years warehouse and supervisory experience, preferably in the produce industry
- Ability to lift up to 50lbs
- Strong computer aptitude with MS Office/familiarity with ERP systems
- Strong communication skills with the ability to correspond with EarthFresh internal and external contacts
- Attention to detail and ability to multi-task
- Excellent organizational skills with ability to work within a high paced and demanding work environment
- Positive attitude and ability to problem solve
- Ability to have flexibility in working hours, including weekends

## PRINCIPAL RESPONSIBILITIES

1. Ensure all shipping and receiving procedures are followed by team members.
2. Process bill of lading for each order while ensuring customer specific procedures are being adhered to.
3. Report returns and/or rejects back to sales team.
4. Monitor shipping and receiving lists to accurately ensure product shipments are being received.
5. Monitor inventory and cycle counts.
6. Manage product flow in both assembly and shipping areas.
7. Monitor employee hours and performance.
8. Schedule trucks, drivers and third party services while making any necessary changes to loads
9. Book appointments for customers based on shipping list
10. Coordinate product adjustments
11. Ensure proper housekeeping within the warehouse.
12. Ensure compliance to the Occupational Health and Safety Act, Food Safety Act, employment regulations and company policies.