



WAREHOUSE COORDINATOR

JOB DESCRIPTION

Non-Bargaining Unit Position

FUNCTION:

This is a full-time position, reporting to the Maintenance and Warehouse Manager, or designate. The Warehouse Coordinator will provide the Terminal with organizing the safe and efficient receipt, storage and dispatch of warehoused goods and for the implementation of continuous improvement activities related to logistical and warehousing of incoming/outgoing of parts. This position will be responsible for managing all inventory related functions including inventory replenishment and accuracy, cycle counts, and data integrity required for effective operation.

RESPONSIBILITIES:

1. Fiduciary inventory management
2. Establish controls for efficient inventory management
3. Identify excessive inventory and obsolescence
4. Strategic management of spare parts and capital spares
5. Maintain receiving, warehouse and distribution operations by initiating, coordinating and enforcing operational and personnel policies and procedures
6. Ensure all warehouse operations are in compliance with quality, health and safety and environment regulatory guidelines and policies
7. Ensure quality, budgetary targets and environmental objectives are met
8. Have a clear understanding of the company's policies and vision and how the warehouse contributes to these
9. Keep stock controls systems up to date and ensure inventories are accurate
10. Oversee scheduled cycle counts to ensure accurate inventory and data integrity; analyze variances

11. Ensure inventory replenishment is a result of an analytical approach
12. Apply best practices to purchasing methods and procedures
13. Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols
14. Plan future capacity requirements
15. Organize the training of staff, as well as monitoring staff performance and progress
16. Motivate, organize and encourage teamwork within the workforce to ensure productivity targets are met or exceeded
17. Produce regular reports and statistics on a daily, weekly and monthly basis
18. Hold tool box meetings
19. Liaise with internal customers and suppliers

STANDARDS AND EXPECTATIONS:

- Work within guidelines and rules
- High quality work carried out in a timely manner
- Listen and learn from instructions, cooperate and participate in the department's training program
- Follow job procedures
- Expected to work with minimal supervision
- Work safely and follow the health, safety and environmental procedures
- Be in good physical shape and capable of completing all tasks which require the ability to lift heavy objects.

HIRING CRITERIA:

Education:

- Diploma in Procurement and Supply Chain Management under the SCMA program or equivalent
- Trades Qualification in Industrial Warehousing would be an asset
- Must have a valid class 5 driver's license
- Forklift certification
- WHMIS certification
- Transportation of Dangerous Goods Certification
- Enrollment in PMAC would be an asset
- Past experience in an industrial environment would be an asset

Experience:

- Minimum 5 years related experience in Shipping/Receiving in a warehouse setting
- 5+ years of experience in the Logistics field
- Experience with inventory control systems, ERP software, and procedures strongly preferred
- Good computer data entry skills
- Working knowledge of MS Office software
- Ability to operate warehouse equipment

Skills:

- Ability to make independent decisions within well-defined guidelines
- Must be a team player, dependable and demonstrate ability to follow directions
- Positive attitude, team building skills, and willingness to learn
- Good managerial and interpersonal skills
- Effective communication skills, both orally and in writing
- Able to adapt and drive change
- Ability to identify potential problems and take appropriate action
- Good organizational skills and ability to coordinate workload to ensure that deadlines and targets are met
- Must be able to work with others in different disciplines

Other Information: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Revised: June 17, 2022

Approved: _____
Maintenance and Warehouse Manager

Date: _____