



## *Warehouse Manager*

Issued: 2018

The Warehouse Manager assists the project teams by managing all items that are stored, arrive to and are removed from the warehouse.

### **Position Reports To:**

Executive Vice President  
Field Operations Manager

### **Primary Functions, Responsibilities and Duties:**

#### **General Requirements**

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
- Ability to work in and support a strong team concept but have the ability and insight to work independently.
- Be “results oriented”
- Present oneself as professional, innovative, creative, and a self-starter
- Foster a positive and professional work environment both onsite and in the office with trades and co-workers
- Meet and coordinate with all team members in a professional manner
- Have the ability to communicate effectively both the concerns and best interests of the company
- Instil a positive working relationship with Clients, Consultants, etc. to encourage repeat business
- Understand BLT’s Occupational Health and Safety Policies and assist in the execution of BLT’s policies
- Maintain a good working knowledge of trade unions, their agreements and stipulations as it relates to pricing of work

- Must have a strong grasp of data analytics (Excel or Access or SQL or Business intelligence tools).
- Ability to implement data driven processes and have good organization and presentation skills
- High school diploma or GED required
  - Bachelor's Degree preferred
- 3-5 years warehouse/inventory experience required
- Requires experience managing supervisory level employees
- 2+ years managing warehouse / inventory environment preferred
- Intermediate PC and database skills
- Strong knowledge of inventory management systems
- Forklift certification a plus
- Basic carpentry skills and familiarity with construction hand tools a plus

### **Role Specific Responsibilities**

- Establish and maintain inventory of current and new materials, equipment, tools, etc.
- Organize all materials, equipment, tools, etc. for storage space and accessibility optimization and allocate necessary space for stock rotation
- Responsible for physically moving and storing of all materials, equipment, tools, etc. as required
- Inspecting all materials, tools, equipment, etc. to ensure that all are in good working order and acceptable/safe for use/installation
  - If any of the equipment/tools are not in working condition, this person would verify, order, repair/replace the items based on senior management approval
- Tracking of all materials in storage, delivered, and removed from the warehouse
- Ordering of materials, equipment, tools as required by the company and projects
- Pick-up/delivery of selected materials, tools, equipment, etc. as required
- Setting-up, installing basic shop tools, furniture, storage units, etc.
- Correspond and work with suppliers, distributors, delivery companies, etc and their teams to ensure that deliveries and/or pick-ups are completed in good order and according to schedule requirements
- Ensuring that all orders adhere to Purchase Order numbers, that quantities are verified and, condition of items under this position's management is in good order
- Manage returns, quality issues, damages efficiently and on-time
- Responsible for picking, packaging, preparing required materials, equipment, tools, etc. for the field staff as required by the projects

- Responsible for no impact to working capital (no shrinkage, loss, etc.)
- Ensure efficiency and cost-effectiveness of operations.
- Assist to establish policy and procedures for the efficient management of the warehouse and goods within
- Manage the use, condition, repair and maintenance of company vehicles
- Ensure strict compliance to company safety policies and manages necessary documentation quality standards