



Warehouse Manager

November 12, 2021

Description:

The Warehouse Manager, reporting to the General Manager, will manage all warehouse, inventory, scheduling, shipping, and receiving activities for Hewson Brothers Acoustic Solutions. The individual in the position will ensure that the business and our customer base are well supported and supplied through the professional management of the company's warehouse and logistics operations. This individual is organized, a critical thinker and has the ability to manage multiple tasks/issues at once and still deliver on their targeted objectives as required by management. They are experienced in the handling of building materials and understand the unique requirements for GTA product deliveries and the demanding expectations of General Contractors, Developers, Building Owners and Interior Systems Contractors.

Responsibilities:

- Read, understand, and follow warehouse related policies and customer orders.
- Work safely and accurately while following a strict schedule.
- Keep warehouse organized, clean and logically sorted for efficient picking of materials.
- Must be able to operate a forklift to move material within the warehouse and when offloading/loading delivery trucks.
- Prepare loads for pickup by pre-packing the material (when necessary) and confirming quantities against the PO.
- Receive material orders from manufacturing partners and associated branches, ensuring quantities are accurate and free of damage.
- Transfer materials from truck deliveries to warehouse racking effectively and in accordance with the sku rationalization plan.
- Plan, sort and organize loads for same day, next day deliveries and same day, next day pick-ups.
- Create delivery schedule as per the customers request while managing our own shipping and receiving capabilities.
- Work collaboratively with inside sales and our delivery team to ensure the customer is properly supported at all times.

Requirements:

- Must be located within the GTA
- Must be organized, with an entrepreneurial attitude and sense of pride in following company objectives and hitting daily, weekly, monthly targets as defined by management.
- Punctuality and Reliability are essential.
- Occasionally lift and/or move more than 50 lbs without assistance.

- Regularly required to stand, walk, sit, and climb a ladder.
- Must be able to operate a forklift and have previous experience picking materials at tall heights.
- Ability to kneel, bend, squat, push, pull, and reach above and below waist.
- College or University Degree is considered an asset but not required.
- Previous experience in logistics, warehouse management and the handling of ceiling tile and interior acoustic products is a strong asset.

Hewson Brother's Acoustic solutions offers competitive compensation packages, benefits and RRSPs.