



## McCrum's Office Furnishings

**Position:** Warehouse Manager

**Division:** Logistics

**Reports to:** Operations Manager

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### Summary

**The Warehouse Manager** is fully accountable for the safe, high-quality, and productive delivery of warehouse logistics services to our internal and external customers. Main responsibilities for this role include shipping and receiving, asset management and inventory and are related to customer relationships, financial accountabilities, and people management. The Warehouse Manager develops and maintains processes for departmental operations, communication with the rest of the company and the control of safety, quality and cost efficiency within the department.

### Key Tasks and Responsibilities

- Lead and manage asset management and shipping and receiving teams, enhancing overall performance, cross-functional communication and support
- Develop, implement and maintain processes for communication from the warehouse to CSR's and sales regarding inventory, product pulls and staging, and storage
- Maintain quality, efficiency, and cost effectiveness for warehouse operations, reviewing and improving processes as required
- Ensures the warehouse is appropriately staffed through effective planning and scheduling and according to budget
- Ensure high quality and accurate reporting of warehouse metrics and KPI's to executive management as required
- Develop and implement a formal training program for warehouse, asset management and inventory procedures
- Responsible for enforcing all Health & Safety requirements, ensuring warehouse space and procedures support a safe environment for personnel and material. Records and reports all incidents and near misses that occur in accordance with McCrum's safety policy

### Qualifications

- 7 to 10 years of progressive experience in warehouse management with a focus on efficient and profitable operation, including at least 3 years leading and managing people is required
- Post-secondary education in a business discipline or logistics is desirable
- Demonstrated expertise in inventory control and shipping and receiving is required. Asset management experience is an asset

- Strong team facilitation/leadership skills with a demonstrated commitment to employees' safety, development and continuous improvement
- Commitment to safety is required
- Excellent communication skills, tact, flexibility, and the ability to effectively prioritize are required
- High level proficiency with computer software, particularly MS Office Suite and the ability to learn new programs quickly is required
- Knowledge of SnapTracker or other inventory/asset management system required;
- Must be physically fit and able to lift and carry heavy and/or awkward items usually heavier than 40Lbs (18Kg)
- Valid Alberta Driver's License (Class 5) or provincial equivalent