

## **Montreal Warehouse Manager - MSC (Full time permanent position)**

Manage the logistics activities and warehouse personnel within the Montreal Distribution Centre. Responsible for the warehousing of MSC stock and customer consigned inventory used to support the POS and Systems businesses.

### **Responsibilities:**

- Manages all the day to day warehouse activities such as the shipping/receiving, triage, order fulfillment and key encryption.
- Monitors the performance of each area within his/her responsibility. Ensures that all internal and external service levels and KPIs are met or exceeded.
- Responsible for ensuring that staff adhere to all security and inventory control procedures when handling MSC assets or customer consigned inventory.
- Ensure that all warehouse functions and activities are aligned with the business units they support.
- Ensure that Occupational Health and Safety guidelines are followed at all times.
- Promote and encourage an environment that values continuous process improvement. Ensure that quality assurance is built into all processes and areas within the warehouse operations.
- Provide coaching, development and training to all direct reports.
- Evaluates staffing requirements needed to support warehouse operations. Plans, schedules and allocates staff accordingly.

### **Requirements:**

- Further post secondary education or practical experience in operations / logistics / production planning.
- Minimum 3 years of work experience specifically in a service management/delivery environment with planning/management responsibility, preferably in an EFTPOS product / support environment.
- Undergraduate degree in a related discipline
- Experience in Labor analysis and practices and productivity analysis
- Demonstrated experience in process design and Warehouse layout.
- Experience in Supplier Management.
- Working knowledge demonstrated capability in EFTPOS product environments.
- Experience in Operations / Logistics / Supply Management.
- Proficiency in computer based office applications
- Bilingual (French and English)