



JOB DESCRIPTION

Job Title	Warehouse Team Leader
Department	Sales and Warehouse
Reports to	Branch Manager

About us

Refrigerative Supply is a wholesale distributor of equipment and parts to the HVAC & Refrigeration trade. Founded in 1945, we have been serving Western Canada through 14 branches and pride ourselves on having exceptional customer service, knowledgeable staff, and a well-stocked inventory.

About the role

Reporting to the Branch Manager, Warehouse Team Leader will be responsible for the management of the warehouse to ensure the company's customer service standards are maintained and that all products and sales goals are achieved. This position will also perform warehouse duties and functions to support inventory integrity, order processing – picking, packing, staging, shipping and general maintenance and housekeeping duties to ensure a safe, clean, and orderly work environment.

Duties and Responsibilities

- Plan, direct, oversee and participate in the warehouse operations and activities: shipping/receiving, storing, picking, inventory locations moves; ensure stock and warehouse facility is maintained in a safe, clean and orderly condition to Refrigerative Supply standards.
- Coordinate, organize, assign and support tasks, policies and procedures to warehouse staff that are put in place by the branch manager and Refrigerative Supply.
- Plan, organize and oversee daily schedule tasks and assign appropriately.
- Operate a variety of warehouse equipment (forklift, etc.).
- Encourage team productivity while leading an example to achieve the branch's performance goals.
- Accountable for the team's ability to meet productivity goals in a timely manner.
- Train new hire warehouseperson.
- Maintain working relationship and foster good communication and team morale with the warehouse staff: reporting any employee concerns, and safety issues to the branch manager.
- Make recommendation to the branch manager for process improvements and cost savings.
- Actively participates in all regulatory training and other company training initiatives.
- Participates in annual inventory.
- Other duties and responsibility as assigned by the manager.

Skills and Qualifications

- 3-5 years' warehouse / material handling experience preferred in a wholesale/distribution environment.
- Demonstrate a strong problem solving and organizational skills.
- A strong sense of tight deadlines
- A strong work ethic, reliable and dependable.
- High attention to details, accurate and efficient.
- Be energetic and self-motivated.
- Must be able to handle multiple tasks.
- Maintain a business-like manner at all times.

- Dedicated to continuous improvement.
- Experience working with RF scanners.
- Understand the needs to prioritize work schedules to meet company goals.
- Able to work with minimal supervision.
- Is open to feedback and takes responsibility for personal development.
- This position utilizes both manual and power material handling equipment to perform job functions, such as pallet jacks, forklifts, etc. Employees in this position must be able to regularly lift up to 50 pounds unassisted and heavier loads with assistance; the majority of time is spent standing and walking. You must have the ability to climb, bend, squat, reach, grasp and lift.
- Must have flexibility in their work schedule as they may be asked to work an occasional Saturday branch open.

Not just a job, a career opportunity!

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply provides an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

How to apply

Please send your cover letter and resume to hr@rsl.ca with the position title in the subject line.

Refrigerative Supply is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.