



JOB POSTING - INTERNAL

Job Title:	Operations Assistant
Department:	Operations
Reports to:	Operations Leader

Scope of the position

We are looking for a motivated, team player to join Operations. Operations, is a varied and dynamic field within Refrigerative Supply Limited. Your involvement will range from building maintenance and warehouse processes to ordering supplies and management of transportation systems as directed by the Operations Leader.

A key role is assisting management with insights to further increase productivity and reduce costs. This means you will influence business change and manage projects that increase productivity at all levels of the organization. This role is suitable for someone who has background and strength in the areas of organization, business operations and communication.

Duties and Responsibilities

- Assists the Operations Leader in establishing objectives, developing budgets, controlling costs and maximizing use of available assets.
- Assists with data entry and monthly updating of spreadsheets, preparing miscellaneous reports per specifications, and monitoring data on an ongoing basis.
- Creates, updates and monitors work orders ensuring data is up to date and accurate. Coordinates with other departments when additional information is required.
- Acts as the point of contact for contractors, branches and service providers.
- Creates work requests and enters data on the system. Follows up on invoice approvals.
- Updates the Operations Assistant Training Manual as necessary and assists with drafting of new procedures or templates.
- Undertakes a variety of administrative duties including scanning, photocopying, faxing, filing, maintaining and updating files and folders in the departmental shared drive etc.
- Supports National transportation strategies and programs consistent with RSL philosophy.
- Tracks and monitors performance against KPI's for all transportation costs.
- Assists and tracks fleet maintenance, third party delivery negotiations and route optimization.
- Liaises with warehouse staff at each branch in order to gather data for analysis.
- Audits, tracks, codes internal and external transportation data and identifies improvement opportunities.

Skills and Qualifications

- Degree in Operations and/or Transportation from an accredited College or University preferred.
- Strong organization, interpersonal and communication skills.
- Strong belief in customer service excellence.
- Working knowledge of wholesale distribution environments.
- Basic knowledge of building upkeep & maintenance best practices in varying (Western Canada) climates.
- Experience in logistics operation and auditing preferred.
- Knowledge of Occupational Health and Safety regulations and processes.
- Project team working experience – demonstrated ability to function individually or with a group.
- Self-starter with 'take charge' attitude.



- Desire to learn and make a difference to the business operations and productivity.
- Desire to invoke change and seek improvements.
- Open mindedness.
- Willingness to take training and education related to the role.

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 Limited 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.

Internal candidates:

Please ensure you notify both your direct manager and HR of your interest in applying for the role. Please apply by March 1, 2019.

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