



Vibrant Health Products | Job Posting

WAREHOUSE SUPERVISOR

Reporting to the Warehouse Manager, the Warehouse Supervisor is responsible for meeting warehouse targets through management and accountability of hourly warehouse employees. This position is also responsible for ensuring safety, quality, warehouse rules, attendance policy, and all other production programs, policies and procedures relating to hourly employees are followed.

KEY RESPONSIBILITIES

- Department Staff Scheduling & Work Assignment
- Hands-on role working closely with direct reports either performing operation function or discuss
- Fully optimizing warehouse, freezer and cooler space and consistently practicing FIFO
- Work with Multiple department to meet customer requirement and team financial goals
- Using tools such as MS Office and WMS for reporting purpose
- Enforcing company policies and Standard Operating Procedure, promote, and facilitating Safe work practices & Policies
- Coach and develop the team to high performance while fostering a culture of team first attitude
- Evaluating performance and providing constructive, effective feedback
- Resolving departmental conflicts via team problem solving format and identifying staffing needs
- Ensure appropriate cycle counting procedure are in place and properly executed to maintain inventory accuracy control
- Review and Coordinate department activities, ensure meet department financial budget and goals.

EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- 3-5 Years experience in a Supervisory role with warehousing experience in food manufacturing preferred
- Must Have Valid Forklift Certification in Class I, II, IV, V with relevant experiences
- Have Experience with ERP and WMS system
- Demonstrated ability to document and manage a large body of warehousing data and KPI under time sensitive environments
- Ability to communicate effectively in English both written and verbal
- Flexible hours of availability, this position will be required to work on afternoons and/or nights
- Critical thinking, coordinating and problem solving
- Safety first Attitude
- Management of employee and budgeting
- Team oriented
- Continuous improvement by development and implementation of lean thinking



This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to careers@vibranthealthproducts.com stating **Warehouse Supervisor** in the subject line before the posting close date of **November 28, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to careers@vibranthealthproducts.com | CLOSING DATE: **November 28, 2017**