

## **Logistics Manager - Montreal**

### **(1 Full time Permanent Position)**

Reporting to the Senior Director, Supply Chain, the incumbent manages all logistics activities, business processes and personnel in the Montreal warehouse. He is responsible for the distribution center, the storage of inventory in support of POS, Systems and the Payments division.

#### **Responsibilities:**

- Manage all daily activities such as shipping, receiving, sorting, processing orders, replenishment and encryption.
- Monitor the performance of each work area. Ensure that all levels of internal and external service and key performance indicators have been met or exceeded.
- Evaluate the necessary need for personnel to support operations of the warehouse. Plan and allocate staff accordingly.
- Ensure that all activities and functions of the warehouse are aligned to the business objectives of the company.
- Ensure that staff adheres to all procedures of inventory control, good handling of assets and inventory shipped to customers.
- Ensure that the guidelines on health and safety are respected at all times.
- Promote and encourage an environment that values continuous improvement process.
- Ensure that quality assurance is built into all processes and activities of the warehouse.
- Provide leadership, development and training to all employees under his direct and indirect supervision.
- Adhere to all regulations of human resources, safety and EH & S. Maintains a working environment clean and safe.

#### **Job Requirements:**

- Undergraduate degree in a related discipline or equivalent experience
- 5 years of experience in a management role including staff management
- Good experience in logistics and inventory in a distribution and production environment.
- Good knowledge in MS Outlook using the tools (Excel, Word, Access) and AS/400, and a good working knowledge of work flow and supply chain systems.
- Good organization and planning skills
- Excellent communication skills (verbal and written)
- Must be a team player
- Bilingualism required