

H&K WAREHOUSE SUPERVISOR

FULL TIME POSITION WITH BENEFITS

The Candidate will work closely with the Logistics Manager and will be fully integrated into the daily logistic activity of H&K Canada. The position will be an “on-hands” position and the candidate will be relatively active in the warehouse throughout the day. The warehouse supervisor will be responsible for overseeing the daily receiving into the facility, as well as the picking and preparation for all shipments leaving the facility. Some of the daily activities will include the following

- Maintain warehouse integrity and overall cleanliness
- Ensure all items received into the warehouse are properly processed and put into the correct location in a timely manner
- Ensure all RMA's are received and put back into inventory in a timely matter
- Ensure all scheduled orders depart the facility on time as instructed by the Logistics Manager
- Complete cycle counts for various locations on a weekly basis to ensure correct inventory levels are upheld
- Ensure proper information is communicated between the different departments
- Other duties as required

The H&K Warehouse Supervisor position will be a full time position and here are the requirements for this position:

- 4 years' experience as a warehouse supervisor is required
- 4 years working in a warehouse environment
- Operating a forklift is required
- Experience in supervising others
- Ability to multi task in a fast paced environment
- Strong computer skills and knowledge of Excel and Outlook required
- Ability to lift 50 pounds
- Previous experience in loading line haul trailers would be an asset