



Career Opportunity

Warehouse Lead

Abbotsford, BC

Role Summary

- Handle incoming requests for shipping from both internal staff and external customers providing timely, professional response.
- Handle internal and external customer complaints in a professional manner.
- Support team in looking for ways to optimize and improve techniques in the warehouse department, i.e. response time, inventory control, receiving, packing, shipping, overtime, time management, technology upgrades, etc.
- Ensure that goods leaving the warehouse are accounted for through an acceptable inventory tracking procedure (i.e. invoice, order, approved picklist, inventory transfer).
- Pick orders accurately using an authorized picklist, pick ticket, order or invoice.
- Follow all inventory control procedures and ensure accuracy when fulfilling inter-company, and inter-department inventory transfers.
- Assist Project Manager and Sales Support Coordinator in achieving accurate shipping schedules and timelines.
- Ensure that all goods are received in a timely fashion that reflects the demands of inventory control procedures and that goods are inspected for defects and damage.
- Ensure goods are bar-coded, stored and staged in designated (bin located) stock locations.
- Serve as leader in warehouse and provide leadership and direction to warehouse staff as directed by the General Manager.
- Other duties as assigned.

Desired Skills

- Operate a forklift safely and efficiently.
- Minimum 3 years' experience in a warehouse role.
- Excellent interpersonal and communication skills (oral and written) to forge strong relationships.
- Proficient working knowledge of Microsoft Office programs such as Outlook, Word and Excel.
- Self-motivated and able to work independently with minimal supervision.
- Excellent internal/external client orientation and good teamwork skills.
- Demonstrated knowledge of inventory control measures and shipping and receiving procedures.
- Good organizational, time management and prioritizing skills.
- Excellent attention to detail.
- Ability to work well under pressure and meet set deadlines.

If you are interested in this position and meet the above criteria, please submit your resume in confidence to careers@agrihub.ca