



JOB DESCRIPTION
Nortera Foods Inc.

POSITION DATA					
JOB TITLE:	Warehouse Manager	SUPERVISES:	Warehouse supervisor and coordinator	LOCATION:	Brockport NY
DEPARTMENT:	Logistics (Supply Chain)	REPORTS TO:	Sr Logistics Manager USA	FLSA STATUS:	Exempt
JOB SUMMARY					
<p>JOB SUMMARY</p> <p>Under the direction of the Sr Logistics Manager, this role acts as the liaison to our internal and external customers, optimizing inventory levels and storage utilization with a strategic vision while adhering to established safety and quality procedures while striving to continually improve all facets of the business.</p>					
ESSENTIAL FUNCTIONS					
<p>The Logistics Manager will be responsible and committed to respecting the values and achieving the objectives of the organization. Innovative and efficient, they will be responsible for the planning, organization, inventory management, performance results and financial results of all distribution activities at the site. In addition, they will have to ensure the constant development of opportunities, customer service and the improvement of internal processes. The following tasks will be under the direct responsibility of the Manager:</p> <ul style="list-style-type: none"> ▪ lead regularly scheduled team meetings, and process improvement teams; ▪ foster a culture of warehouse safety, food safety, waste reduction program; ensure objectives are met while continually optimizing strategic vision by analyzing, planning and implementing process improvements; ▪ develop a working knowledge of lift equipment and warehouse processes to support coaching and mentorship of team members; ▪ lead, influence, motivate and liaise with team members and peers in a diverse working environment; ▪ support leaders in onboarding of new team members; team member training and work performance management, at times participate in recruitment functions; ▪ conduct regular departmental tours and participate in meetings and safety inspections as needed; ▪ oversee Inventory accuracy, investigations, cycle count program and department budget addressing variances; ▪ oversee and identify building maintenance corrective measures and corrective actions follow-up; ▪ monitor scheduling of team members to ensure proper staffing; identify staffing needs; ▪ proactively support development and job transfers to support workforce planning; ▪ oversee completion of daily shift reports, action plan logs, communication of variances to team members; ▪ Other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • committed to servicing all customers in a safety oriented environment; • excellent interpersonal/listening skills in order to interact with a diverse workforce; a communicator with proven leadership abilities; • demonstrated occupational health & safety and food safety competency (hazard recognition, legislation, safety practices) . • computer systems, WMS and TMS experience; • innovative, resourceful with a continuous improvement mindset; • committed to personal development; • outgoing, visible, and approachable with the ability to inspire and influence others; • problem solver with the courage to lead change; resolve conflict; respected and respectful. 				



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PHYSICAL DEMANDS	<ul style="list-style-type: none"> • low to medium 		
WORK ENVIRONMENT	<ul style="list-style-type: none"> • ability to work a flexible schedule • ability to work in an environment that has a great deal of urgency • ability to work in a freezer environment. 		
EXPERIENCE	<ul style="list-style-type: none"> • 3+ years of experience is desired in similar role 		
EDUCATION	<ul style="list-style-type: none"> • required · post secondary degree or diploma in a related discipline - or equivalent knowledge and/or experience; 		
APPROVALS			
VERSION #:		REPLACES VERSION #:	
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Norterra reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.