



**Title:** Logistics Supervisor

**Location:** currently at 4507-61 Ave Leduc, AB however we will be relocating by year end to 3735-8th Street Nisku, AB

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Operations Manager, as the **Logistics Supervisor** you will manage logistics and provide support to oversee the warehouse management system. You also ensure compliance with provincial transportation regulations and bylaws.

Your day-to-day responsibilities will include:

- Supervising, developing and providing guidance to employees, including staffing, scheduling and management of overtime hours.
- Researching, understanding and following provincial transportation guidelines, regulations and laws.
- Maintaining all delivery equipment, trucks and forklifts in good working conditions. Coordinating preventative maintenance and repairs as required.
- Researching and suggesting best practices to deliver and store products effectively and securely, as well as, to improve programs and processes related to operations and logistics.
- Organizing drivers and shipments, and advising Sales staff on individual order shipping concerns in order to exceed customer expectations.
- Liaising with Sales and Purchasing teams to clarify and ensure accuracy of product information for transportation and storage arrangement.
- Promoting a safe work environment and performing regular hazard assessments to ensure compliance with Star's Safety Program.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 3 years of logistics management related experience in a role that required well-rounded knowledge of regional/provincial transportation regulations and laws.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Comfortable using Microsoft Office programs (Word, Outlook, Teams, SharePoint and Excel), inventory management system and logistics software (BisTrack or similar).

### **Preferred Requirements**

- Degree or Diploma in Supply Chain Management, Logistics or equivalent is preferred.
- Knowledge of regional/provincial regulations and guidelines is an asset.
- Previous experience in a customer service building material retail and building material transport to job sites environment is valuable.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

### **Working Conditions**

You primarily work in an office setting during regular business hours. Travel to sites and overtime may occasionally be required.

### **About Us**

Star Building Components has a reputation as leading Roof Truss and Engineered Wood specialists within the industry, built on workmanship and innovative approach to design solutions.

With over 40 years of experience operating from a modern 22,000 square foot production facility supplying roof trusses, open web floor trusses and engineered wood products for use on residential, multi-family, commercial and agricultural buildings. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** July 25, 2024

[Apply Here](#)