



Warehouse/Yard Supervisor
Edmonton, AB
Full Time

Founded in 1977, Consolidated Gypsum is a building supplies distribution company operating in six locations across Alberta and Saskatchewan.

We are seeking a **Warehouse/Yard Supervisor** to lead our warehouse team in Edmonton. This position reports to the Branch/Operations Manager and oversees the daily operations in the yard and warehouse, where you'll work with the team in a hands-on role.

DUTIES:

- Supervises all warehouse and yard staff and directs them accordingly
- Works in the yard/warehouse building customer orders
- Unloads incoming shipments of building materials and places into designated warehouse/yard positions.
- Responsible for daily operating efficiency (including wage expenses, inventory damages and order "fill" accuracy)
- Responsible for checking incoming vendor shipments for accuracy and condition
- Responsible for the upkeep, maintenance, housekeeping and repairs of warehouse and yard facilities including equipment, structures, signage, racking systems, lighting, controls,
- Responsible for security of both warehouse and yard facilities
- Responsible for inventory handling and management
- Conducts interviews for warehouse/yard candidates and provides training and development
- Conducts regular staff meetings
- Continuous and regular communication with the Dispatcher and Branch/OpsManager
- Must check, sign-off, and authorize release of all built-up orders prior to their loading
- Prepares and distributes the "Saturday Task" list.
- Regularly conducts a thorough walk-about of yard and warehouse with the Branch Administrator and Operations Manager.
- Additional duties may be assigned by the Branch/Operations Manager.

QUALIFICATIONS/SKILLS:

- Min. 3 years warehouse supervisory experience preferably in the building supply industry
- Ability to walk/stand for extended periods as well as lift, push, pull up to 100 lbs.
- Forklift certified
- Work in all weather conditions
- Excellent communication skills
- Working knowledge of MS Office
- Ability to handle multiple tasks and shift priorities

- Attention to detail and accuracy
- Strong leadership skills
- Must be able to work rotating Saturdays

WHAT WE OFFER:

- A competitive salary dependent on experience, plus eligibility for monthly bonuses
- A comprehensive benefits plan
- Company matching Group RSP plan
- Safety boot and clothing allowance
- Employee discount
- A growing company with a solid foundation providing its employees with challenge and opportunity