About us.

At Kamloops Home Hardware, we are honored to be part of one of the largest independent home improvement retailers in Canada, partnering with nearly 1,100 independent small business operators nationwide. Beyond retail, Home Hardware is guided by the principle that community and the common good are integral to good business. This ethos is reflected in their status as a genuinely 100% Canadian, dealer-owned company.

Kamloops Home Hardware Building Centre is one of the largest volume stores in Canada, dedicated to providing a full-service experience for our valued customers. Driven by our values we believe in providing our industry with the building block necessary to grow, in empowering our team and in actively engaging with our community.



The Role

Joining our Leadership Team as a pivotal member, the Millwork Manager plays a vital role in supporting one of the business's core departments, driving its ongoing growth. This position requires leveraging deep industry expertise to optimize operational performance. The successful candidate will dedicate substantial time to coaching and empowering a high-performing team, nurturing customer, and industry relationships, and devising and implementing strategies to enhance total value.

**Job Description**

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| **Role: Millwork Manager**  |
| **Reports to: Director of Operations** | **Direct Reports:**  |
| **Overview:**  The Millwork Manager is responsible for providing daily operational oversight and driving the long term success of our door manufacturing shop. Responsible for the implementation and execution of long-term strategies ensuring improved operational efficiencies and peak performance. The Millwork Manager must exemplify the company’s vision and culture in order to create an unparalleled work environment for his/her team. |
| **Responsibilities** |
| 1. Executive daily management of all Door Shop functions and associated warehousing, including but not limited to planning, scheduling, organization, direction, control, and evaluation of manufacturing processes.
2. Assume and maintain an extensive knowledge of inventory, raw component and receiving functions carried out in the dept.
3. Exhibit a people centric approach to leadership, drive change, foster innovation, and empower teams. Responsibilities will include strategic labor planning, team development, active performance management and goals setting while championing a positive work environment.
4. Maintain advanced industry knowledge of all equipment and processes utilized within managed departments, be aware of emerging trends and continue to foster innovative growth.
5. Work in conjunction with production, operations, and sales team to implement and drive a strategic plan to increase efficiency and operations in managed depts.
6. Analyze, and interpret standardized KPI’s and measure their effectiveness, implementing operational adjustments as necessary.
7. Develop and implement plans to efficiently use materials, labor and equipment to meet the output goals of the department.
8. Work with the Director of Finance to plan and manage the departmental budgets.
9. Collaborate with People and Culture Manager for the purpose of hiring and developing up-and-coming leaders within the organization.
10. Work closely with the Senior Leadership Team and Leadership Team to support all departments within the organization and its long-term strategic goals.
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| **Requirements** |
| * In depth industry knowledge with proven experience in manufacturing an asset.
* Minimum three years as a dynamic people leader adept at driving transformation and cultivate a people-centric culture.
* Ability to adapt and problem solve quickly and efficiently.
* Strong Time management and organizational skills
* Strong communication skills across all departments
* Critical thinker, adept at decision making
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| **Work Conditions** |
| * Fast paced
* Team/people oriented
* Salaried position based on 40-45 hour work week, Monday – Friday with flexibility for weekend hours when business demands.
* 90 day probationary period
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