



EMPLOYMENT OPPORTUNITY

SUPPLY CHAIN & WAREHOUSE FLOOR MANAGER

Full-time, Permanent Exempt Position | Warehouse Department

T.C. Trading Company has an outstanding career opportunity for an experienced and successful candidate who is interested in joining our fast growing company and driven management team. Located in Blaine, Washington, T.C. Trading Company is supply chain leader in warehousing, cold storage, distribution, exports and imports, as well as transportation services.

Job Summary:

The *Supply Chain & Warehouse Floor Manager* is responsible for directing the warehouse floor daily activities, including labor scheduling, supervision, proper utilization of space, and equipment, and warehouse safety and training management.

Key Responsibilities:

- Manage daily “hands-on” activities of the warehouse floor operation. Confirm customer orders are picked and shipped in a timely fashion within prescribed cost levels. Develops and implements an effective receiving operation that minimizes cost and ensures receiving paperwork is processed accurately and promptly;
- Ensure current and accurate inventory control for each account. Institutes immediate corrective action in the event of an inventory discrepancy;
- Motivate, organize and encourage teamwork within the workplace to ensure set productivity targets are met;
- Train, supervise, direct and monitor staff members performance and progress;
- Ensure accurate and timely preparation, processing, distribution and retention of all necessary report and records regarding warehouse operations;
- Assist with staff hiring when needed and job warehouse placement;
- Oversee warehouse operations as directed by Senior Warehouse Manager;
- Assist with the coordination of safety, training, security, housekeeping and sanitation programs within the warehouse;
- Monitor warehouse supplies, equipment, and PPE safety needs;
- Continually maintains a professional and courteous relationship with all customers and staff members. Assists in auditing operations to ensure service standards are being met;
- Assist Senior Warehouse Manager with operational support, guidance, and recommendations to ensure maximum productivity and efficiencies;
- Assist Senior Warehouse Manager with safety, cost management, and business growth in all interactions and directives. Makes recommendations on programs and/or services that will improve customer satisfaction, warehouse operations, safety, and personnel relations;
- Collaborate with other department managers to identify vulnerabilities and close operational gaps;

Physical Requirements:

- Ability to stand for long period of times and lift up to 60 lbs on a consistent basis.
- Ability to safely operate material handling equipment as needed
- Ability to work in warehouse environment on concrete flooring and in varying temperatures
- Ability to drive a forklift and use pallet jack.

Job Requirements:

- Bachelor Degree from an accredited institution. (10+ years experience in warehousing, supply chain management, and distribution can substitute for education requirement;
- Minimum 5-7 years progressive warehousing and/or supply chain management experience in a mid-sized organization;
- Superior organizational and planning skills;
- Excellent analytical skill and solid strategic leadership skills;
- Effective problem-solving skills and ability to exercise sound judgment and decision making;
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization;
- Ability to work with multiple managers and supervisors across the organization to achieve project and operational results;
- High level of integrity and dependability with a strong sense of urgency and results orientation;
- Extensive experience working with Warehouse Management Systems (WMS) or related inventory programs;
- Proficient in Microsoft Word, Outlook, PowerPoint, and Excel;
- Can work some evening and weekends during peak season;
- Participate in "On-Call" Rotation Program;
- Attend weekly management team meetings as well as off-premise business events if needed;
- Attend on-going professional development workshops, conferences, and/or on-going training as recommended by direct supervisor.

Application Details:

- **Application Timeline:** Until position is filled
- **Anticipated Start Date:** End of March, 2018
- **Position Type:** Management: Full-time, Exempt Position (M-F with occasional weekends)
- **Pay Rate:** Salary Range: \$55,000 - \$65,000 (DOE)
- **Benefits:** Medical/dental/vision insurance available after 90 days of employment, retirement plan, Paid holidays, birthday bonus, PTO, and company cell phone.

All applicants must submit a resume detailing work experience related to this position and two professional references. We also require all candidates to complete the attached questionnaire application. Resume, supporting materials, and completed questionnaire must be submitted to Sonia Hayes, VP of Human Resources at Sonia@tctradingcompany.com or in person at 1755 Boblett Street, Blaine, WA 98230. Fax: 360.332.8041.

Applicants who are offered employment with T.C. Trading Company must successfully pass a pre-screening drug test and criminal and U.S. Customs Homeland Security background check.

