



## Warehouse Supervisor – Day Shift

Here is your opportunity to be an integral part of a BC based natural foods brand that is experiencing tremendous growth across North America. Naturally Homegrown Foods Ltd. is a premium snack food company based in Surrey, BC. We produce all-natural potato and root vegetable chips under the Hardbite™ brand name. For more information on our company, please visit us on our Facebook page, Instagram (@hardbitechips), Twitter (@Hardbite), or Website (www.hardbitechips.com).

Due to our growth, we have an opening for a **Warehouse Supervisor – Day Shift** based out of our operations facility in Surrey, BC.

### PRIMARY RESPONSIBILITIES:

- Perform accurate and timely inventory counts, as necessary, according to Company standards and procedures
- Work with Operations team to anticipate inventory needs; coordinating with third party warehouses
- Stores product by designing storage areas; adjusting storage areas according to production and shipping requirements
- Practice “first in first out” stock rotation
- Determine appropriate methods of shipment and prepare bills, invoices, and other shipping documents
- Pick orders accurately and effectively on a timely basis
- Operate forklift, hand truck, and other equipment to load, unload, transport, and store goods
- Work with customs brokers to ensure effective and efficient border crossings of all shipments
- Ensure finished products are shipped according to Company standards and procedures
- Maintain up-to-date product and shipping data in appropriate logs
- Track and trace shipments to ensure timely deliveries and customer service levels
- Investigate claims regarding refused, damaged, or over/short shipments
- Receive materials according to Company standards and procedures
- Receive and document ingredients and packaging according to purchase orders
- Be vigilant and report damaged materials or delivery shortages
- Maintain pallet control systems to Company standard
- Ensure warehouse cleanliness is maintained at all times
- Perform other duties and/or tasks as directed by superiors

### REQUIRED SKILLS AND EXPERIENCE:

- Minimum 5+ years experience in a warehouse and shipping/receiving lead position
- Forklift and WHMIS certified would be considered an asset
- Ensure compliance to GMPs, Food Safety, and Quality Assurance guidelines at all time
- Knowledge and understanding of best Warehouse safety practices
- Knowledge of Occupational Health and Safety legislation would be considered an asset
- Superior communications skills and the ability to deal with a variety of front line challenges in a proactive manner
- Demonstrated problem solving and leadership skills
- Computer skills – Excellent MS Office Skills (One Drive, Excel, Word, Outlook)
- Experience with an ERP implementation would be considered an asset
- Attention to detail, accuracy, and confidentiality
- Ability to work in a fast-paced environment while handling multiple projects
- Ability to lift a minimum of 40 pounds

**OTHER INFORMATION:**

- Must be available to work the day shift 6:30 am – 3:00 pm Monday thru Friday
- This position requires successful completion of a clear background check prior to start date
- Our operations facility is a **20-minute** walk to closest bus stop

To apply to this opportunity with Naturally Homegrown Foods Ltd., please e-mail your resume and cover letter including salary expectations to **careers@hardbitechips.com**, referencing “**Warehouse 2018 05**” in the subject line.

**Application Closing:** 5:00 p.m., Thursday, May 24<sup>th</sup>, 2018