



OPERATIONS WAREHOUSE MANAGER

Full-time, permanent year-round

Start Date: Immediately

Salary/Wage: \$45,000 - \$60,000 per year

About us: *T&T Seeds* has a long history of supplying mail-order seeds and perishable plant stock across the Canadian provinces, from B.C. to P.E.I. Founded in 1947, we are known for our commitment to providing Canadians with high-quality, non-GMO seeds and unmatched customer care. *T&T Seeds* takes pride in its employees and offers skills training and development opportunities.

The position: We are seeking an organized and motivated **Operations Warehouse Manager** to oversee the production, storage, and shipment of our seeds, sundries, and perishables. Reporting to the **Director of Operations**, the ideal candidate will possess strong leadership skills, integrity, and a positive attitude, contributing to the overall success of our operations.

Responsibilities can include:

- Leading a team of up to 20 people, and be directly involved in:
 - Training
 - Recruiting
 - Giving direction
 - Coaching, and motivating
- Supervising and arranging for the transport, storage, and management of goods coming into the warehouse
 - Manage the receiving of items delivered to the warehouse, including unloading, quality check, correct product etc.
 - Bar coding inventory, confirm items are properly labeled
 - Ensure quality of items is preserved in temperature-controlled storage, as needed
 - Maintain organization of goods in warehouse
 - Work with Director of Operations to create and implement operational efficiencies and procedures to improve workflow
- Overseeing production
 - Seed envelope printing
 - Seed packing and sealing
 - Packaging, and labeling of perishables and sundries
- Managing order fulfillment
 - Orders are being picked, wrapped, and shipped accurately and on time
 - Ensure products are being shipped or held based on weather, receiving zone, etc.
- Ensuring safety of warehouse
 - Make certain that equipment is being used effectively and safely
 - Ensure the safety of staff
- Tracking production and shipping
 - Monitor metrics of production and shipped packages vs. goals

Requirements:

- 2+ years warehouse management experience
- Outstanding leadership, problem-solving, and organizational skills
- Ability to work independently and as a team
- Willingness to learn, collaborate, mentor, and provide recognition
- Excellent communication skills, both written and verbal
- Proficient computer skills
- Ability to operate forklift is an asset
- Valid driver's license
- Bobcat experience is an asset
- Must be able to lift minimum of 50lbs
- Have access to transportation as no city buses run to our location
- Available to work extended hours if required
- Must love dogs, we are a dog-friendly workplace

Note: T&T Seeds is located at 7724 Roblin Blvd, Headingley. Successful applicants must have access to reliable transportation as it is not accessible by city transit. Interested candidates: Apply on our company's website with your Cover Letter and Resume at <https://ttseeds.com/we-are-hiring>