

The Organization

CARTE International Inc. is a Winnipeg company that is a major manufacturer and supplier of high-quality transformers to the Canadian and USA markets. Providing excellent customer service and the overall excellence of our dedicated team is one of the major reasons for Carte's success.

The Opportunity

The Stores Manager is responsible for the timely and accurate receipt of all incoming deliveries and ensuring items are verified for quantity and quality and placed in specified areas of the facility. Overseeing the daily operations of the Stores Receiving Department, the Manager ensures the production team has the required inventory for production. Ideal candidates will have strong leadership skills, excellent communication abilities, and a passion for delivering exceptional customer service.

Key Responsibilities

- Manage and supervise store employees, including hiring, training, and scheduling.
- Lead, develop, and direct the store's material handling team to deliver unparalleled customer service.
- Coordinate the flow of parts/materials from initial receipt through warehousing stages through dispatch in support of the production team and manage 5/24 operations and monitor stock rotation (FIFO).
- Manage day-to-day workflow and provide work assignments to staff based on organizational requirements.
- Ensure computerized inventory control system is maintained for stock levels, order processing, issuing of parts, and stock control while maintaining high levels of accuracy in daily operations.
- Provide training, coaching, performance evaluation, constructive feedback (counseling), and progressive discipline.
- Participate in and support Lean manufacturing, implementing continuous improvement processes.
- Manage and monitor health, safety, quality, and environmental systems according to company policy and legislation.
- Monitor and resolve workplace safety issues to provide a safe work environment for all employees.
- Ensure stock shortages are communicated to purchasing and production departments in a timely fashion.
- Ensure parts/materials are stored securely and safely as well as transported safely through the plant.
- Liaise with other departments to ensure proper information and material flow.
- Monitor, report, and investigate damaged shipments/parts, and perform root cause analysis for the damaged shipments/parts.

Selection Criteria

- 5 Years experience in a manufacturing warehouse environment.
- 3 years experience in a managerial/supervisor role.
- Warehouse Management System (WMS) experience is a plus.
- Detail-oriented and able to handle multiple tasks.
- Good communication skills and strong problem-solving skills.
- Excellent leadership skills with the ability to motivate, inspire, and build teams.
- Exceptional communication skills, both verbal and written
- Ability to effectively manage time and prioritize tasks in a fast-paced environment.
- Lean Manufacturing Training is an asset.

To apply, send a resume & cover letter to chiamaka@harrisleadership.com quoting project #24119.

Carte is proud to be an equal-opportunity employer with a long-serving workforce that includes diverse cultural backgrounds and encourages resumes from all qualified individuals.