



Warehouse Supervisor

Do you want to work for a company that helps build clean, healthy indoor air environments? BGE is looking for a an adaptable and team-focused individual to work alongside our **Edmonton Team** in the role of **Warehouse Supervisor**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Striving for Excellence, and Be the Experts**.

The hours for this position are Monday-Friday from 8:00am to 4:30pm.

The Company:

BGE provides services and products to organizations that care about clean air. Through its focus on strong customer relationships and an integrated service and product offering, BGE delivers industry knowledge and advisory support, enabling organizations to build and maintain clean, healthy indoor air environments.

Responsibilities:

- Establish and promote a safety conscious culture, personally review and report all safety incidents or infractions to your direct manager and the branch Safety Representative
- 80% of time spent working alongside the team on the floor, 20% of time dedicated to administrative tasks
- Supervise and direct the workflow of the warehouse team with the support of the Distribution Warehouse Manager and partner Warehouse Supervisor
- Collaborate with Customer Service and Sales departments to ensure service excellence for our customers
- Independently unload trucks
- Utilize our EPR system (Microsoft Dynamics AX) to receive goods, ship sales orders and monitor inventory
- Manage open orders to ensure that they are shipped by their requested date
- Work with our freight carriers to arrange product pick-up and schedule inbound orders
- Notify and process damage/shortage paperwork and coordinate returned goods
- Organize and manage inventory within the warehouse, including production supplies
- Carry out local custom product manufacture as required



- Maintain communication channels between Warehouse and other departments/branches via phone and email
- Other duties as assigned

Qualifications:

- Must be able to pass pre-employment drug and alcohol testing
- Able to meet the role's physical requirements: Frequent heavy lifting up to 50lbs, bending, kneeling, standing, exposure to heights and dusty environments, and walking
- Minimum two years supervisory experience
- Minimum three years of warehouse and forklift experience
- Ability to delegate effectively with strong leadership ability
- Strong computer proficiency, including MS Office
- Safety conscious attitude with the willingness to adhere to the BGE Safety Program
- Solid understanding of warehouse/inventory protocol is a strong asset
- Effective conflict resolution and problem-solving skills
- Strong organizational and problem-solving skills with good attention to detail
- Proven ability to work well in a fast-paced environment
- Excellent communication and interpersonal skills
- Adaptable and self-motivated

Please submit your resume and cover letter to careers@bgecleanair.com and reference the job title and location when you apply.

BGE hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.