

# **ECLIPSE JOB DESCRIPTION**

**Job Title:** Logistics Manager

**Department:** Warehouse

**Reports To:** Controller

**Work Location:** Mississauga

## **Responsibility Statement**

This position is responsible for managing the day to day operations of the warehouse, including but not limited to:

- Manage entire warehouse network, including the receiving, picking and shipping of goods process within the warehouse facility
- Initiate, document and manage the shipment of goods with our logistics provider – i.e. Purolator
- Review and authorize for processing supplier invoices – match to authorized purchase orders and investigate discrepancies
- Maintain the Master Product List, including the addition of new SKU's and updated pricing
- Work with the Project Management team to align project needs with product lead time, to maximize inventory turnover, minimize inventory levels
- Work with the Project Management Office, providing updates on the location of product associated with projects within the warehouse – both the receipt of goods and shipment of goods
- Inventory control – ensure accuracy both physically and systematically
- Responsible for the overall RMA process with our suppliers
- Reconcile discrepancies in the cycle count, physical inventory & production. Prepare explanations and liaison with finance team on results
- Balance customer requirements with the capabilities of the supply chain, pro-actively taking into account all supply & demand considerations to execute business plans at the lowest cost with minimal disruption
- Develop and implement warehouse strategies aligned with sales forecast
- Lead warehouse improvement projects including implementing appropriate metrics
- Develop relationships with outside partners (distributors, shippers, manufacturers)
- Collaborate with other business functions to implement policies and procedures
- Create and maintain a safe working environment
- Secondary purchaser in order management team

## **Qualifications:**

- Minimum 4 years warehouse management
- experience (telecom preferred)

## **Other**

- Available outside of working hours for customer emergencies
- Heavy lifting