

We are looking for an experienced, hands-on **Assistant Warehouse Manager** to join our team. The position is full-time, Monday-Friday 8:30-5:00.

The ideal candidate will thrive in an environment that emphasizes effective communication, empathy towards our customers' needs, and must enjoy interacting with others. Please note that this position is a hands-on leadership role. The candidate must be able to work as part of the team and lead by example.

Responsibilities (include but not limited to):

- Order picking/shipping/receiving in areas as required
- Provide training as required
- Oversight of team leads
- Ability to supervise 8-10 people
- Assisting in off-loading/loading of trucks
- Ensuring Quality Control, timelines and clean working environment

Skills required:

- Must be able to multi-task in a fast-paced environment
- Must have strong computer skills, including proficiency in Microsoft office, excel, outlook, and word.
- Strong organizational skills with ability to multi task and meet deadlines
- Inventory Management background
- Ability to lead and train employees
- Ability to organize and lead team meetings
- Demonstrate behaviors that support teamwork, innovation, and accountability
- Ability to function individually as well as part of a team
- Forklift certified an asset

Wage to be discussed based on experience.

Please submit resume to: careers@tlitzen.com

*Must have own vehicle, no bus route.