



Sardo Foods is a privately held company with almost 50 years of experience in manufacturing, sales and national distribution. We are one of Canada's largest private label suppliers and manufacturers of fine Mediterranean-grown olives and antipasti.

Receiving/Shipping Supervisor

JOB DETAILS

Job type: Full-time, Permanent
Shift & schedule: Monday – Friday (Day shift)
Location: Onsite – Hwy 50 & Mayfield Rd. (Bolton)*
Salary: \$21-\$23 per hour

We are seeking a **Receiving/Shipping Supervisor** who will work closely with the Warehouse Manager to support Operations activities. This is a very hands-on opportunity for an organized team leader who will assist in the coordination and management of the receipt, storage and dispatching of all products within our warehouse.

***Please note that public transit is not accessible to this location. Candidates must be able to arrange appropriate transportation.*

Key Responsibilities

- Work closely with Warehouse Manager to ensure accurate and timely shipping and receiving of all inbound/outbound products and materials
- Assist in overseeing team members and assign and coordinate work according to daily operations
- Ensure all production orders are accurately shipped to customers in a timely manner in adherence to P.O. delivery schedules
- Communicate work instructions to the team to ensure the accurate and timely preparation of shipments.
- Investigate and resolve problems involving damaged product, incorrect orders, missing product and other matters; implement corrective actions and communicate all delays or variances in inbound/outbound freight to the appropriate parties.
- Assist with directing the timely receiving and proper storage of off shore containers
- Monitor floor activities and train employees as required
- Safely operate equipment (i.e. Forklift, pallet jack) to load/unload trucks, maintain warehouse organization, put stock into racks and in bulk storage
- Promote a safe work environment by advocating safety practices and compliance with company policies and regulations regarding security and safety.
- Demonstrate commitment to SQF (Safe Quality Foods) and HACCP Requirements, Food Safety, and Food Defense, GMP and supports all Health and Safety programs.

Qualifications

- High school diploma or equivalent experience
- Minimum 2-years' experience as a forklift operator and/or using material handling equipment in a warehousing or distribution environment
- Strong computer skills and aptitude with MS Office and/or warehouse management software
- Forklift Safety Training certificate - valid Counterbalance, Electric Lift Truck, Reach Truck license
- Experience with receiving/shipping in a warehouse environment
- Must be able to regularly load and unload product of moderate to heavy weight (up to 50 lbs)
- Strong attention to detail
- Able to work well under pressure

- An attitude that is hard working and eager to learn
- Able to effectively communicate and delegate instructions
- A commitment to punctuality and dependability
- Knowledge of safe work practices

What we offer

- Daytime schedule
- Extended health care
- Dental care
- Vision care
- Life insurance
- On-site parking

Sardo Foods is an Equal Opportunity Employer that is committed to maintaining a diverse and inclusive workforce. Accommodations for disabilities will be provided, on request, to support a job applicant's participation in any aspect of the recruitment process.

Applicants may be subject to a background check and must meet the security criteria designated for the position.

We sincerely thank all applicants for their interest, however, only those candidates selected for interview will be contacted.