



Job Posting

POSITION: Distribution Centre Supervisor – Night Shift
STATUS: Full-Time - 18 Month Contract
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Operations Manager
DEPARTMENT: Operations
SHIFT: Monday to Thursday 8:00pm to 4:30am and Sunday: 5:00pm to 1:30am

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family- owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

Primary Role of This Position

Responsible for ensuring that staff productivity and employee/customer satisfaction is optimal resulting in timely, effective and safe merchandise flow according to company guidelines/policies/values and government legislation (includes areas of planning, forecasting, scheduling, reporting, analysing, problem solving, health & safety).

Ensure operations are compliant to applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Temperature Control of Drugs Products during Storage and Transportation".

Main Responsibilities:

Operations

- + Ensure the effectiveness and efficiency of day-to-day operations are at the highest levels, and according to policies/procedures and government legislation
- + Ensure appropriate, trained staff is available to maintain operations at desired performance levels within budgetary constraints
- + Ensure available tools and equipment are maintained so employee tasks are completed without delay; ensure safe operation of same
- + Deal with problems and issues in a timely manner referring for resolution as appropriate.
- + Proactively identify and develop/implement recommendations involving improvements in cost reduction, processes, policies, customer service levels and employee relations
- + Facilitate ongoing communication with employees (e.g., team huddles)
- + Oversee security of physical and personnel assets to prevent loss
- + Report on Key Performance Indicators including labour productivity, operating costs, etc.; provide trend

analysis and develop recommendations to correct unfavorable target variances

- + Other duties as assigned

Human Resources

- + Supervise staff in all respects (e.g., hiring, performance management, coaching, motivating, training); provide role modeling and lead by example
- + Provide counsel to employees assisting in the resolution of issues and concerns
- + Educate employees on policies and procedures as per the Employee Handbook ensuring adherence and application in a fair, equitable and professional manner
- + Foster a respectful, civil and courteous work environment
- + Ensure that personnel planning and payroll reporting is accurate and timely
- + Promote and support employee functions and activities.

Health and Safety

- + Ensure the implementation of and adherence to Health & Safety programs.
- + Responsible for maintaining a safe work environment.
- + Ensure safe work policies and procedures are followed and have employees participate in regular safety training.
- + Report and follow up on all safety related issues.

Education and Experience

- + Post-Secondary Education (Diploma or Degree) in Business or Supply Chain preferred
- + Minimum 3 years of experience leading employees

Qualifications

- + Demonstrated experience in coaching, mentoring, problem-solving and providing direction to staff in either a direct or indirect supervisory position
- + Demonstrated interpersonal skills, communication skills and a strong work ethic
- + Excellent organizational/prioritization skills with ability to multi-task in a busy environment with unexpected interruptions
- + Strong attention to detail, exceptional judgment, excellent follow-up skills; takes initiative
- + Exceptional oral and written communication skills, strong command of the English and/or French language (according to individual DC needs)
- + Strong computer skills and a working knowledge of all Microsoft Office applications

How to Apply

If you are interested in applying, please submit a cover letter and a résumé to: recruitment@kohlandfrisch.com.

Please ensure you specify the job title, DC Supervisor, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.