



## JOB POSTING

**POSITION:** Manager, Facilities, Security, and Infrastructure  
**STATUS:** Full-Time, On-site  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Vice President, Supply Chain Operations  
**DEPARTMENT:** Supply Chain

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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**

This key leadership position has oversight of all Distribution Centre (DC) maintenance and security activities across all locations and is accountable for meeting performance targets related to equipment uptime and adherence to DC standards. As the lead for site security, this position also plays a crucial role in safeguarding the organization's assets and personnel.

The Manager, Facilities, Security, and Infrastructure shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for environmental control of drugs during storage and transportation".

### **Major Responsibilities**

#### **DC Operations**

- + Develop comprehensive plans and budgets, oversee execution, coordinate vendors and internal teams, and preventative maintenance on critical distribution centre assets, including production equipment, refrigeration, electrical, mechanical, plumbing and security systems.
- + Oversee analytical troubleshooting, problem solving, and develop the team to solve operational issues and reach short-term and long-term performance goals.
- + Ensure the safety of the workforce and optimize equipment uptime and effectiveness by establishing and executing preventative maintenance programs for equipment, materials, and systems within the facility.
- + Establish a network of trusted service providers to optimize cost and effectiveness of contracted work.
- + Ensure that competent and qualified contractors are hired to make the necessary repairs and maintenance of systems and equipment, and that all work is carried out in a safe manner.
- + Implement and use a management maintenance system (MMS) to manage work order, spare parts and provide key performance indicators (KPIs).

## **Site Security**

- + Create and enforce security policies, protocols, and procedures to maintain safety standards.
- + Recruit, train, and supervise security officers and guards.
- + Lead risk management assessments with insurance and property management companies.

## **Leadership**

- + Coach, mentor, and develop staff; provide appropriate training, succession planning, and professional development to help team members meet and, ideally, exceed performance standards.
- + Proactively help to develop a culture that embraces a high level of commitment to doing things in the most efficient way possible, delivering on commitments and “getting it right the first time”.

## **Health and Safety**

- + With DC leadership, accountable for ensuring that all employees are adhering to health and safety policies and procedures.

## **Education and Experience**

- + Minimum of 8–10 years of facility management experience with at least 3 years at the level of Facility Manager
- + 10+ years’ supervisory/leadership experience
- + Minimum of 3 years of experience overseeing the security needs of a distribution centre or manufacturing site and office environments
- + Experience with MMS
- + Electrical, mechanical, and maintenance-related certifications
- + Project management experience
- + GMP/ISO experience desired

## **Qualifications**

- + An authentic leader, who is able to build strong relationships internally and with service providers, clearly communicate and motivate, and drive accountability at all levels
- + Established administrative and contract management experience managing capital and expense budgets for multiple facilities and formal project management approaches to manage large infrastructure projects
- + A strong problem solver with the ability to handle multiple projects and assignments, able to prioritize and meet budgets deadlines and achieve objectives
- + Strong attention to detail with excellent follow-up skills and exceptional judgment
- + Knowledge of occupational health and safety (OHS) and its application in a warehouse and production environment

## **How to Apply**

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

**Please ensure you specify the job title, Manager, Facilities, Security & Infrastructure, 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.*