



JOB POSTING

POSITION: Warehouse Lead
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Winnipeg, MB)
REPORTS TO: DC Manager
DEPARTMENT: Production

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.

Role of this Position

The Warehouse Lead is responsible for facilitating accurate, timely, effective, and safe flow of product while ensuring staff is at optimal performance. He/she supports the Supervisor/Manager in appropriately resolving operational issues as they arise, providing direction to staff regarding processes and procedures, and promoting adherence to company values and standards.

The Warehouse Lead ensures operations are compliant with applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Temperature Control of Drug Products during Storage and Transportation".

Major Responsibilities

- + Provide direction and guidance to staff in being as productive, accurate, efficient, and safe as possible according to company plans, standards, and values
- + Provide ongoing training to employees
- + Facilitate team huddles as required
- + Manage all day-to-day operations
- + Process Dayforce entries for staff
- + Maintain individual and departmental productivity standards
- + Assist as required with accurate, timely, effective, and safe flow of product
- + Investigate and respond to inquiries as necessary (i.e., Customer Service, Transportation, etc.)
- + Promote a clean and safe work environment and follow all Kohl & Frisch health and safety policies and procedures
- + Report and follow up on all safety-related issues
- + Ensure safe work procedures are followed and employees participate in regular safety training
- + Operate any machinery used in a safe and efficient manner
- + Identify operational issues (including work volume, staffing, process improvement), with recommendations, to the Supervisor/Manager
- + Ensure required documentation and reporting is comprehensively completed on a timely basis
- + Solicit, document, and appropriately forward feedback from staff
- + Provide input to Regional DC Manager regarding employee performance review
- + Other duties as required

Qualifications

- + Minimum 1 year leadership experience
- + Excellent communication skills, strong command of the English language
- + Exceptional organizational skills and high attention to detail and procedures
- + Must have working knowledge of Excel and possess strong math skills
- + Extensive WMS (Logpro) experience
- + Must be willing to become certified as MHE Trainer, on Reach (BT), Double Reach and VNA
- + Demonstrated aptitude for leadership and ability to make sound judgment calls
- + Ability to work as part of a team as well as independently under minimal supervision
- + Good interpersonal skills and a strong work ethic
- + Ability to maintain a professional demeanor under challenging and stressful situations
- + Previous warehouse experience is an asset
- + Ability to lift up to 50 lbs with repetitive movements

Education & Experience

- + Post-secondary education (diploma or degree) in Business or Supply Chain preferred
- + Demonstrated ability to train and provide guidance/direction to others in a constructive manner

Hours of Work

Sunday: 11:30am - 8:00pm and Monday to Thursday: 1:30pm - 10:00pm

How to Apply

- + If you are interested in applying, please submit a cover letter and a résumé by **Friday, May 30, 2025 at 5:00 pm** to: recruitment@kohlandfrisch.com.
- + Please ensure you specify the job title, **Warehouse Lead – Winnipeg DC** 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.*