



JOB POSTING

POSITION: DC Supervisor, PM Shift
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Anjou, PQ)
REPORTS TO: Distribution Centre Manager
DEPARTMENT: Supply Chain

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 environmental control of drugs during storage and transportation".

Major Responsibilities

Operations:

- + Ensure effectiveness and efficiency of day-to-day operations are at the highest levels, and compliant to Standard Operating Procedures, Kohl & Frisch policies, 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 unfavourable target variances.
- + Other duties as assigned.

Human Resources:

- + Supervise staff in all respects (e.g., hiring, performance management, coaching, motivating, and training); provide role modelling 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 Kohl & Frisch 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 and 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 or supervising teams of 10 or more.

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 multitask in a busy environment with unexpected interruptions while meeting tight deadlines.
- + Strong attention to detail, good judgment, excellent follow-up skills, takes initiative.
- + Exceptional oral and written communication skills; must be comfortable with speaking in front of staff.
- + Strong computer skills with an intermediate to advanced knowledge of all Microsoft Office applications
- + Fully bilingual in English and French, written and verbal.

Hours of Work

40 hours per week, Sunday–Thursday, 5 p.m.–1:30 a.m.

Note: Flexibility in work schedule is required.

How to Apply

If you are interested in applying, please submit a cover letter and a résumé by May 31, 2023, to: HR@kohlandfrisch.com.

Please ensure you specify the job title, **DC Supervisor, PM Shift**, 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.