



JOB DESCRIPTION

Inventory / Warehouse Supervisor Full/Part-Time

Here's what you need to know:

You're the person who makes sure everything behind the scenes goes smoothly. The person who keeps our ship in tip-top shape so that everything else flows without hiccups. Do you like organization? Do you like creating systems that make sense and work efficiently? Do you like working independently on specific, detail-oriented tasks? Perfect.

From inventory to storage organization; warehouse transfers to database navigation; and everything in between—you're the person who gets the job done. If you are a motivated, hard-working individual that has a creative eye for space, then keep reading!

Here's what we're looking for:

Must be eager to learn and capable of problem solving.

This job is diverse and will likely dip into a few different ponds, so willingness to take on challenges as they arise is an asset! Working within a small, but rapidly growing, independent shop means that we are constantly searching for new, more efficient, storage solutions, and constantly looking to improve inventory monitoring.

Able to work effectively on a team and receive instruction.

You will be working alongside staff from other back-end positions to complete necessary inventory counts and collaborate on improving existing systems.

Must be efficient and self-motivated.

Much of the work is done independently, and you will be in charge of finding projects to work on when regular tasks are complete.

Attention to detail and ability to stay organized is necessary.

You will be in charge of creating creative storage solutions, as well as overseeing transfers to and from our off-site warehouse, and tracking products within our store, so a keen eye for details and effective organization skills are necessary.

A valid driver's license, proficient driving record and ability to lift at least 50 lbs is necessary.

Part of the job will include transfers to and from our warehouse, so you must be able to load and unload product that may exceed 50 lbs into a van, and drive it. No special licensing is required beyond a valid class 5 provincial driver's license, but experience driving large vehicles is helpful.

Knowledge of bikes is useful, but not necessary.

We sell bikes, so understanding bikes can only assist with this job! Training will be offered as needed, but having an interest in getting outside is a definite bonus.

Here's what you'll be responsible for:

- Transferring product to and from our off-site storage.
- Ensuring that product details are recorded properly.
- Creating and maintaining systems that effectively categorize overstock inventory in store so that product can be located efficiently.
- Completing bi-annual cycle counts and maintaining regular store inventory.
- Developing systems that target loss prevention, and workplace efficiency.

Woodcock Cycle Works offers competitive wages and a generous employee discount program. Become a part of our great team by sending a cover letter and resume to: info@woodcockcycle.com.