

Offsite Supervisor FT

The Kootenay Co-op is looking for an Offsite Supervisor to join the Grocery Team! Do you have experience supervising staff in the retail industry? Do you have exceptional organization and problem solving skills? **If so apply now!** The following position requires to **work 40 hours per week.**

SKILLS + QUALIFICATIONS

- Experience with project management
- Experience with supervising a team
- Inventory Management experience
- Proven ability to multi-task and prioritize effectively
- High attention to detail; must be detail oriented
- Exceptional organization and time management skills and a strong ability to handle several projects simultaneously
- Excellent communications skills –able to receive and convey detailed information in a respectful and concise manner
- Strong problem solving skills and ability to provide solution-based suggestions
- Experience with Microsoft Office and Excel
- Experience using SMS, or similar POS Software
- Understanding of natural foods/grocery products / trends and industry an asset
- Ability to safely lift up to 50 lbs
- Must have Food Safe Level 1
- Must have a valid BC Driver's License
- Manual Pallet Jack and Lift Loader Training

DUTIES + RESPONSIBILITIES

- Excellent customer service skills
- Operate and maintain the cleanliness and organization of the offsite warehouse
- Accept incoming freight delivered to the offsite warehouse and notify relevant buyers/receivers of its arrival
- In coordination with Lead Receiver, maintain accurate record of and follow up of all incoming/outgoing freight to and from the offsite warehouse
- Organize picks for the store
- Order and receive all supplies and product for the repack program
- Operate and maintain the cleanliness and organization of a commercial food preparation area including all necessary packaging equipment
- In coordination with the Grocery Manager and Grocery Buyers, create and maintain a repackaging schedule for all relevant products
- Responsible for the handling and labelling of repack products
- Work with Inventory Specialist to maintain accurate warehouse inventory.
- Work with the Grocery Manager to establish a schedule for additional repack staff as required during busy times such as Case Lot sales or to assist the Grocery Manager.
- Supervise all offsite warehouse staff.

- Provide concise and timely communication to the Grocery Manager on all issues related to the offsite warehouse and the repack program
- Alert Grocery Manager or Grocery Buyer of any other concerns regarding inventory or supplies.
- Other duties as required (merchandising, sales floor, monthly sale set up)

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits when working full time, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

Starting Rate: \$18.50/ hour