

### **THE OPPORTUNITY**

Slegg Building Materials is currently seeking a Full Time Operations Manager.

### **THE LOCATION - CUMBERLAND**

The township of Cumberland is in the Comox Valley just outside of Courtenay, approximately 2.5 hours from Victoria and about 1.25 hours from Nanaimo. This 112,000 square foot location is located just off the highway for easy access for contractors and DIY customers. The team of over 40 has a great team environment. Spacious and clean facility with a positive working atmosphere and great customer service culture.

### **THE BENEFITS**

Slegg offers competitive benefits including Drug and Dental Coverage, practitioners, disability and life insurance. Retirement savings plan with RRSP contribution matching (after 1 year of service), exclusive Employee stock purchase plan. You'll be able to take advantage of exclusive company discounts on all products sold at Slegg and our partnerships with Telus Mobility, Suburban Motors, Good lift Fitness and Popeye's allows discounts on a variety of products. All Slegg employee's and their immediate family members are eligible for an annual Scholarship program which offers onetime payments directly to an accredited school of attendance. Pre Covid, we offer monthly complimentary breakfast or lunch for our staff– We hope to do these again soon!

### **THE RESPONSIBILITIES**

- Maintain an emphasis on a safety culture, customer service, and efficiencies.
- Provide clear direction to team members to ensure a high level of effectiveness in Shipping, Warehouse, Operations, and Transportation departments.
- Participate in Inventory controls and help conduct quarterly inventory.
- Oversee customer service and store management for Shipping, Warehouse, Operations, and Transportation departments.
- Prepare schedules and delegation for smooth functioning of the warehouse.
- Measure and report effectiveness of Operations teams.
- Establish or adjust work procedures to meet warehouse demands as dictated by delivery schedules and work flow.
- Perform all functions of operations processes and operate all related equipment.
- Ability to assist in loading and unloading trucks, driving a forklift, and receiving stock.
- Yard & Fleet safety – including maintenance and inspections.
- Provide coaching and discipline to Shipping, Warehouse, Operations, and Transportation team members.
- Manage staffing levels. Conduct interviews, hiring, and enforce discipline standards.
- Manage multiple shifts, maintaining a balanced presence on both morning and afternoon shifts.

### **THE REQUIREMENTS**

- A passion for building teams and growing business.
- Minimum of 2 years' experience in a similar role managing Shipping, Warehouse, Operations, and or Transportation teams.
- A broad knowledge of building supplies is necessary.
- Superb leadership and coaching skills.
- Previous experience driving a forklift an asset.
- Ability to perform physical work.
- Ability to work flexible hours as determined by the needs of the business.
- Effective verbal, written, and interpersonal communication skills.
- Excellent computer and business organization software proficiency.
- Proven ability to work in a team environment.

- Detail orientated with disciplined work habits.
- A positive can do attitude is essential.
- An ambition for accountability and personal growth.

Please send your applications to [HR@slegg.com](mailto:HR@slegg.com) or apply online at [www.slegg.com/careers](http://www.slegg.com/careers)

*Thank you for your interest in Slegg Building Materials. Only those chosen for an interview will be contacted.*