



## Warehouse/Yard Supervisor

Consolidated Gypsum Supply is a Western Canadian distributor of building materials. We are currently seeking a full-time Warehouse/Yard Supervisor to lead our Edmonton team in a hands-on role. This position oversees daily operations in our yard and warehouse, where you'll work alongside the team providing supervision, coaching and mentoring.

### DUTIES AND RESPONSIBILITIES:

- Oversee daily warehouse and yard operations to ensure optimal efficiency, including control of labour costs, minimization of inventory damage, and accuracy of order fulfillment.
- Supervise, coach, and direct all warehouse and yard personnel.
- Build and assemble customer orders.
- Unload incoming shipments of building materials and places into designated warehouse/yard positions.
- Maintain full awareness of daily activities, priorities, and issues within the warehouse and yard.
- Verify, sign off on, and authorize the release of all completed orders prior to loading.
- Ensure professional handling, storage, and management of inventory according to company standards and procedures.
- Inspect incoming vendor shipments to confirm accuracy, quantity, and condition of materials.
- Ensure the upkeep, maintenance, and timely repair of all warehouse and yard assets, including equipment, structures, racking systems, signage, and lighting etc.
- Work closely with the Dispatcher through continuous daily liaison to ensure smooth coordination of warehouse, yard, and delivery activities.
- Ensure the security of warehouse and yard facilities, inventory, and equipment.
- Conduct recruitment, interviewing, and hiring of warehouse and yard staff.
- Provide onboarding, training, and ongoing development for all warehouse/yard employees.
- Create and manage staffing schedules and shift assignments to meet operational needs.
- Lead weekly warehouse/yard staff meetings.
- Maintain daily communication with the Branch/Operations Manager regarding performance, issues, and priorities.
- Conduct weekly walk-throughs of the warehouse and yard with the Branch Manager, documenting issues, required changes, and corrective actions.
- Participate in weekly signage compliance walk-throughs with the Branch Administrator.
- Prepare and monitor the Saturday task list to ensure completion of assigned priorities.
- Maintain cleanliness and organization throughout the warehouse and yard at all times.
- Additional duties as assigned by Branch/Operations Manager

### REQUIREMENTS:

- High school diploma required, post-secondary in Operations Management, Supply Chain or Logistics an asset
- Minimum three years warehouse supervisory experience, preferably in the building supply industry
- Basic knowledge of MS Office including Outlook, Word and Excel
- Previous experience using an ERP (BisTrack an asset)
- Strong leadership and communication skills
- Ability to handle multiple tasks and shift priorities
- Attention to detail and accuracy
- Forklift Certified