

Careers in the Supply Chain

WAREHOUSE MANAGER

National Occupational Classification Code – 0721

Alternative Titles:

- area manager, chief, maintenance support services
- facility operations manager
- head, facilities maintenance
- maintenance manager
- mechanical services superintendent
- plant maintenance superintendent
- superintendent, maintenance and service
- president of operations, director of operations



Industry Description

Warehouse Managers plan, organize, direct, control and evaluate the operations of warehouse facilities.

General Job Description

Warehouse Managers are responsible for directing a group of team leaders in the fulfillment of daily distribution centre (DC) operations. They develop, communicate and ensure the effective implementation of operational procedures in one of the following areas: receiving, order filling or shipping, and oversee all daily work activities to ensure customer quality, productivity, service, and delivery commitments are met.

Job Functions

Warehouse Managers perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of warehouse facilities.
- Oversee the leasing of facility space.
- Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, security and snow removal.
- Oversee the maintenance and repair of machinery, equipment and electrical and mechanical systems.
- Plan and manage the facility's operations budget.
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility.
- Recruit personnel and oversee their training.

Physical Demands Analysis

- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communication skills

Position Expectations

Essential Skills	
Reading Text	2
Document Use	2
Computation	1
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Warehouse managers require completion of a college or university program in business administration or in a discipline related to facility operation and maintenance
or
an equivalent combination of technical training and experience in administration or maintenance.
- Several years of supervisory experience in facility operations are usually required.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
3	Vice President	7 years	10 years+
2	Director	5 years +	6 years
1	Manager	4 years +	5 years+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>