

JOB SUMMARY

Note :** This position requires ***Industry experience and/or ***knowledge of the product line.***

Arizer is a leading manufacturer and international distributor of dry-herb vaporizers.

We're hiring for the permanent full-time position of **Assistant Warehouse Manager** for our Kitchener, Ontario facility.

The position offers:

- exceptional pay, for exceptional work
- opportunity for rapid advancement
- comprehensive benefits package
- clean and pleasant atmosphere
- great working environment with a good team
- casual attire workplace

Duties and Responsibilities

- Manage and oversee warehouse operations including:
 - production; assembly and packing lines
 - logistics; shipping and receiving of goods internationally
 - staff; recruit and train new employees, maintain a pleasant working environment, ensure maximum performance by empowering employees with a positive attitude
 - inventory; work closely with senior management to plan and execute up to date inventory control, contribute to the implementation of improvements in inventory tracking, reconciliation, and reporting practices
 - security; safeguard operations and contents by establishing and monitoring security procedures and protocols
 - safety; ensure safety standards and requirements are met and in compliance with all industry-related requirements, environmental, occupational health & safety, security and building standard
 - maintenance; maintain and repair facilities and equipment

Qualifications and Skills

- Post-secondary diploma; degree from a recognized institution in a related field; or equivalent business experience
- 2 years of warehouse operations experience in a managerial capacity, including knowledge of the Ontario Employment Standards Act, health and safety requirements, and workplace rights

- Shipping, receiving, and logistics experience, including knowledge of Dangerous Goods Regulations and Lithium Battery Shipping Guidelines
- Proven supervisory / leadership skills
- Strong computer skills: MS Office, GSuite, Gmail
- Attention to detail; strong planning and organizational skills
- Resourceful; able to think critically and problem solve

Are you a hard working proactive leader with a positive attitude, attention to detail / accuracy, and the ability to empower staff to do their best work? If so, let's talk.

Email: careers@arizer.com

- **Send resume and cover letter with response**
- **Initial interview conducted via video chat**