

### About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Warehouse Supervisor to our team.

### About the Role

As a member of our Warehouse team reporting to the Production Manager, the *Warehouse Supervisor* oversees warehouse activities to ensure the efficient flow of inbound and outbound material throughout the facility.

### Duties & Responsibilities

- Overseeing inbound and outbound warehouse staff to ensure dock efficiency and minimize product damage during the shipping and receiving process.
- Organizing warehouse and inventory for safe and efficient operations.
- Performing cycle counts and investigations as needed to ensure accuracy of inventory.
- Assist warehouse team with inbound and outbound shipping activities as needed to maintain efficient flow of materials in and out of the facility.
- Ensuring empty drums, pallets, and other materials to be disposed of are removed within 48 hours.
- Monitoring warehouse activities to ensure all materials are scanned and located throughout their different stages using RF Scanners.
- Informing Production Manager of any and all discrepancies and/or damage.
- Working with Production Manager and HR to resolve performance and/or employee relations issues.
- Verifying and posting receipts of materials with correct discounts and landed costs;
- Assessing and documenting the quality of all materials and reporting any non-conformances to the Production Manager and Quality Assurance department.
- Reviewing all shipping and receiving documents to ensure they are completed accurately and in a timely manner.
- Reviewing all outbound shipments to ensure appropriate loading and shipping procedures have been followed.
- Working with staff to ensure all policies and procedures are followed.
- Employing LEAN principles to maximize warehouse capabilities and reduce inefficiencies.
- Maintaining warehouse compliance with GMP standards;
- Managing the recycling of returnable drums and ensuring credits are applied for appropriate suppliers;
- Adhering to safety, transport and customs regulations;
- Other projects and tasks, as assigned.

### What do you need to succeed?

- College diploma or certificate in Supply Chain Management or related field.
- 3-5 years of experience in a supervisory role, preferably in shipping and receiving.
- Knowledge of Transport, Customs, and Transportation of Dangerous Goods legislation, restrictions, and processes;
- Demonstrated ability to use RF Scanners and ERP systems;
- Valid Raymond Reach, Counterbalance and Walkie certificate;
- 2-3 years of experience operating Raymond Reach, Counterbalance, and Walkie lift trucks.
- Advanced proficiency with Great Plains, Microsoft Excel, PowerPoint and Word programs.
- Strong attention to detail, problem solving, numeracy, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.
- Superior teamwork and customer service skills, including building and maintaining relationships and collaborating on projects.
- A “can-do” approach and commitment to getting the job done.
- Ability work in a fast-pace environment and lift up to 50lbs.
- Ability to work flexible hours as needed.

### Applications

Those interested in being considered for this opportunity are asked to forward their resumes to [jobs@virox.com](mailto:jobs@virox.com).

*Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance. We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.*