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Operations Manager Metroland West Distribution Centre

Metroland West Media Group requires an Operations Manager for its Harvester Road Distribution Centre. Reporting to the Regional Director of Distribution & Warehouse Operations, this position will directly oversee the manual and automated inserting mailroom operation as well as have involvement in the regional distribution and circulation

Metroland West Distribution Centre is a 62,000 square foot 24 hour operation that services the flyer production needs for the Oakville, Burlington, Milton, Flamborough, Niagara and Hamilton markets.

As a part of the management team you will be required to participate in the strategic planning process for our markets and should be comfortable in being part of the big picture.

Position Responsibilities:

This position will oversee production and provide direction to floor supervisors for the day to day management of the mailroom operation You will be responsible for the workflow process through monitoring

production, maintaining production schedules & setting production You will maintain consistent workflow by troubleshooting and ensuring

preventative maintenance, repair and upkeep of equipment and the

Provide clear, concise communication to employees on operational policies and procedures, taking necessary action as required.

Responsible for staff recruitment, timesheets submission, completing training and orientation, performance reviews & succession planning.

Complete budgeting & monitor expenses Oversee inventory control & supply ordering

Ensure a safe working environment in accordance with the Occupational Health and Safety Act and Company Health and Safety policies
Produce and analyze production reports, taking action where

necessary to meet internal compliance requirements & FDSA audit reporting

Interact with other distribution centres to promote benchmarking and best practices

Strong team work skills a necessity

Other duties as assigned by the Regional Director of Distribution.

Competencies, Skills and Experience

Competencies: Problem Solving, Time Management, Business Acumen, Process Management, Drive for Results, Delegation, Planning, Managing Measuring Work, Building Effective Teams
 Minimum 5 years warehouse operations or related experience

Demonstrated leadership and communication skills a must Previous experience working in a production environment.

Previous newspaper distribution experience an asset.

Ability to work in a deadline driven environment

Proficiency in written and spoken English Health and Safety knowledge and experience preferred. IAPA certification an asset

Interested and qualified candidates should forward their resume and cover letter to laurelle.maharaj@metroland.com no later than December 1, 2010.

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