



Job Description

Warehouse coordinator

January 10,  
2025

**Position Description** The Warehouse Coordinator plays a key role in ensuring the efficient day-to-day operation of the warehouse. This position is designed to support our warehouse team, streamline processes, and enhance operational efficiency. The Warehouse Coordinator will work closely with team members to maintain inventory accuracy, improve workflow, resolve any warehouse/shipping/inventory issues that arise, maintain and monitor the warehouse KPIs and ensure safety and quality standards are met. This role is focused on coordination, communication, and supporting our warehouse team’s success.

- Job Duties**
- **Coordinate Daily Operations:** Oversee and organize the flow of goods in and out of the warehouse to ensure timely processing, packaging, and shipping of products. Requisition warehouse supplies and maintain preventative maintenance on all warehouse equipment.
  - **Inventory Management:** Maintain accurate inventory records. Utilize FIFO and KANBAN methodology. Set up annual fiscal inventory counts and cycle counts, conduct regular stock checks, and help optimize stock levels to prevent shortages or excess.
  - **Team Support:** Provide support and guidance to warehouse associates, helping them troubleshoot challenges and improve efficiency. This includes setting up export licenses and shipments within and outside of Canada.
  - **Process Improvement:** Identify opportunities for process improvements in the warehouse, such as reducing downtime, improving space utilization, or speeding up order fulfillment. Work closely with all departments to ensure the warehouse is adequately organized, ensuring sufficient warehouse space for upcoming jobs.
  - **Safety Compliance:** Ensure that safety procedures are followed at all times, assist in training staff on safe practices, and support the warehouse team in maintaining a safe working environment.
  - **Quality Control:** Ensure that products are stored and handled according to company standards, minimizing damage and errors in the fulfillment process. Maintain proper traceability in accordance with DAWIRE and AS9100 requirements. Coordinate with other departments, such as production and procurement, to align warehouse operations with overall business objectives.
  - **Communication:** Serve as a key communication link between warehouse staff and management, relaying important updates, changes in procedures, or special requirements.
  - **Troubleshooting:** Address any operational issues or concerns quickly and effectively, working with the team to find practical solutions.
  - **Documentation and Reporting:** Assist with tracking and reporting warehouse metrics, inventory levels, and operational performance, document and maintain warehouse work instructions.

- Qualifications**
- Supply Chain Designation preferred (CSCP, CPIM, etc.)
  - Bachelor’s degree or diploma in logistics, supply chain management, inventory management or related field preferred.
  - Clear understanding of ISO/AS9100 requirements.
  - Working knowledge of ERP/MRP systems and warehouse operations.
  - Able to obtain Controlled Goods certification with no restrictions.

- Skills & Experience**
- 3-5 years of experience in warehouse management or a related role, in a manufacturing environment.
  - Working knowledge of the defence and aviation industry preferred.
  - Working knowledge of completing Export Paperwork & Documentation.
  - Effective communication and interpersonal skills.
  - Strong organizational, leadership, and team management skills.
  - Demonstrated experience in improving warehouse processes and efficiencies.

**Commented [AS1]:** Does this stay with Dawn?

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- Ability to work with fluctuating demands, schedule changes, or unexpected scenarios.
- Familiarity with varied warehouse machinery, like pallet jacks.
- Experience working within a quality management system and familiarity with terminology.
- Strong knowledge of WHMIS and other Health and Safety systems.
- Strong Microsoft skills, including Excel, Word, SharePoint.
- Experience in use of lean tools to help develop new processes, layouts, and flow.
- Strong critical thinking, problem solving, and decision-making skills.
- Detail-oriented with the ability to maintain accurate records
- Able to lift up to 50 lbs.

Reports to           Production Management  
Location             London, Ontario  
Position Type       Full-time, permanent  
Shift                 Day shift, Mon-Thurs: 7am-430pm, Fri: 7-11am, overtime as required  
Benefits             Health & Dental after 3 months