

POSITION DESCRIPTION

Date:	2023-06-13
PD Number:	1
Job Title:	Factory Logistics Manager
Wage:	\$25-\$30/hour

About Paradigm Building Solutions

Paradigm Building Solutions runs a high-end robotic manufacturing plant that produces open and closed wall panels in Louis Creek, B.C. only 5 minutes south of Barrière. We run high-end equipment and are a market-leader in sustainable and energy-efficient prefabricated wall panels in Canada. We are continuously upgrading our equipment to reduce waste, build more environmentally friendly and energy efficient wall systems. Our company is very much data driven and we strive for excellence in everything we do. We are determined to make energy-efficient buildings available to a much broader audience in B.C. and as such strive to disrupt the traditional construction market.

Why Barrière, BC?

A small, quaint town located just north of Kamloops, Barrière makes the perfect spot for fishing, camping, golf, and whitewater rafting in the summer, and snowmobiling, snowshoeing, and cross-country skiing in the winter. Only a 45-minute drive from Kamloops, you will be close to two downhill ski mountains, miles of secluded touring roads, dozens of fresh and local farmers' markets, and some of the best Okanagan and Kootenay circle tours. An affordable place to live with the great outdoors as your backyard, you get the best of both worlds of close proximity to a big city but the peace and seclusion of a rural location.

Key Responsibilities:

As Factory Logistics Coordinator you will be reporting directly to our Head of Operations. This is a full time position with competitive wage and employee incentives. This opportunity will be a combination of leadership, planning and hands-on work. Some key responsibilities of the role include the following:

- Purchasing
- Order lumber and other material goods for the shop,
- Make equipment purchases and/or rentals
- Verify purchase order matches material received
- Create and maintain database to organize and track shipping/receiving of lumber material and other material goods for the shop
- Coordinate with Head of Operations and trucking companies to schedule and order delivery of panels and products from shop to site

- Inventory control by maintaining organization of yard where raw lumber material is stored.
- Oversee logistics
- Project controlling and invoicing
- Ability to manage several projects at any given time, with a continuous focus on financial results will be key to your success
- Maintain data analytics on material waste and expenditures
- Filing invoices and co-ordination of purchase orders with Accounting for material and equipment
- Co-ordinate with Head of Operations on material data including material input/output ratio, timelines of projects, areas for improvement based on data analytics.

Qualifications:

- Keen ability to prioritize scope of projects
- Sound understanding of factory operations, workflows, and processes
- Familiarity with WMS software and reporting
- Excellent people skills and confident leader
- Excellent written and verbal communication skills
- Excellent analytical, critical thinking, systematic and problem-solving skills
- Outstanding time management and multitask skills
- Desire to work both inside and outside an office environment
- Ability to focus on task at hand in an environment with many distractions
- Positive attitude and work well in a team setting
- Ability to prioritize and execute tasks independently
- Ability to work in high-pressure, fast paced environment
- Sound knowledge and experience using Excel
- Forklift experience is an asset - but not required
- Must be available to work full time

What we have to offer:

We are in it for the long term and offer the job security of an established player, a very attractive compensation packages which include (but are not limited to):

- Competitive above-market wages
- Paid professional training and development
- Team building activities and initiatives
- Opportunity for growth

- Referral Bonus
- Performance bonuses
- Benefit package
- Employee Assistance Program

Join us in becoming a market leader in running one of the most innovative production lines in the world!