

Warehouse supervisor

LJ Systems Inc

Job ID
51262

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LOCATION	DATE POSTED	EXPIRY DATE	
5624 82 Ave NW,, Edmonton, AB Alberta	27-08-2026	23-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	3 years to less than 5 years	College/CEGEP

Job Details

Tasks

- Organize tasks to accomplish the work
- Plan and organize operational logistics of the organization
- Prepare and submit reports
- Arrange for maintenance and repair work
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Enforce policies and procedures
- Estimate materials, tools and equipment required for projects
- Communicate technical problems, processes and solutions
- Prepare and maintain work materials and supplies
- Perform same duties as workers supervised
- Arrange for shipping, receiving and storage
- Supervise, co-ordinate and schedule (and possibly review) activities of workers
- Recommend measures to improve work methods
- Supervise maintenance programs or operation of mechanical plants
- Manage specialized low voltage tools, testers ,and fusion splicers ensuring calibration and maintenance tracking
- Knowledge of health and safety regulations and best practices, especially related to electrical components.

Experience and specialization

- Computer and technology knowledge
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

-MS Windows

Industrial processes and products experience

-Industrial health and safety

Area of specialization

-Shipping and receiving

Job Description

Work conditions and physical capabilities

-Fast-paced environment

-Work under pressure

-Tight deadlines

-Attention to detail

-Personal suitability

-Accurate

-Client focus

-Efficient interpersonal skills

-Excellent oral communication

-Excellent written communication

-Flexibility

-Initiative

-Judgement

-Organized

-Reliability

-Team player

-Proactive

Benefits

-Health benefits

-Health care plan

Apply by email – jobs@ljsystems.ca

Required languages: English

Education level: Completion of a 2–3 year post-secondary program in Logistics, materials, and supply chain management

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