



Logistics Manager

Concord, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

The Logistics Manager is responsible for the direct management and handling of all warehousing and distribution functions at the Basaltic Distribution Centre. This includes accountability for inbound and outbound product, inventory management, pick, pack shipping as well as adherence to legislative, safety, and organizational policies and procedures. The Logistics Manager must effectively operate the warehouse under all relevant Health Canada regulations for the cannabis industry.

ESSENTIAL FUNCTIONS

- Oversee shipping, receiving, warehousing, distribution and maintenance operations of the Basaltic DC.
- Manages people resources through the hiring, staffing, planning, role allocation and evaluation, promotion, discipline and termination of employees, within established company policy and procedures.
- Work with the Inventory Specialist to manage and reconcile inventory levels.
- Develop and enforce company health and safety standards to maintain a safe working environment.
- Liaise with vendors & procurement to work on improving shipping costs.
- Set up and track existing shipments, ensure costs are tracked from a departmental standpoint, report on landed cost of goods.
- Work with internal departments to identify upcoming required transfers.
- Create and utilize measurement systems (KPI's) to monitor departmental effectiveness and customer service and to enable ongoing process improvement.
- Manage all required warehouse documentation for all products in and out of the warehouse.
- Understand corporate objectives and implement them.
- Communicate all delays or variances in inbound/outbound freight, corporate metrics, and warehouse throughput to the appropriate parties.
- Adhere to and enforce all Health Canada Cannabis Act regulations.
- Adhere to and enforce all occupational health and safety regulations and Company policies.
- Participate in and/or lead Non-Conformance Investigations.
- Complete Corrective and Preventive Actions (CAPA's).
- Initiate, and follow through with actions required to close Change Controls.
- Participate in Internal, Customer and Regulatory Audits.

ROLE REQUIREMENTS/ABILITIES



Experience / Education

- Degree or diploma in business, with a focus on manufacturing, transportation, supply chain management, inventory control, or materials management.
- Minimum of 5 years of work experience in a warehouse management position, supply chain management position, or logistics management position.
- Experience using Ample Organics considered an asset.
- Experience using ShipTrack considered an asset.
- Experience in cannabis industry considered an asset.

Skills & Abilities

- Excellent communication skills, both written and verbal
- Detail-Oriented
- Excellent organizational skills and ability to multi-task
- Ability to lead and manage groups of people
- Strong knowledge of Ample Organics SCM systems, as well as Microsoft Office products, including Excel, Word, and PowerPoint
- Ability to problem solve in a busy environment
- Superior interpersonal and communication skills within a team environment are essential to this position
- Knowledge of:
 - Good Production Practices
 - Good Manufacturing Practices
 - Health Canada Regulations
- Must have the ability to obtain RCMP Criminal Record Check and maintain security clearance.

Note: The chosen applicant will be required to successfully complete reference checks and a criminal background check.

We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.

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