



Logistics Supervisor

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 Supervisor is responsible for the supervision of the distribution centre functions at the Basaltic Distribution Centre. The Supervisor is responsible for ensuring the safety, quality, productivity and training needs of the team members to achieve the goals defined for the Logistics department.

ESSENTIAL FUNCTIONS

- Supervise a team of hourly employees involving a high level of engagement with team members.
- Play a leading role in employee management such as attendance and performance management, safety audits and meetings, shift meetings and shift scheduling.
- Ensure the safety and productivity of all employees within the department.
- Ensure effective and timely communication of productivity, deviations, issues to management.
- Oversees the execution of daily department plans and schedules.
- Direct and supervise shipping and warehouse activities to ensure accurate order fulfillment.
- Ensure materials are safely organized and warehoused to allow for the efficient and accurate movement of goods.
- Direct the shipment and receipt of returns as needed ensuring compliance with Company Policy and procedures.
- Ensure the integrity of site security is upheld at all times when dealing with inbound and outbound shipments.
- Ensure all processes are followed according to prescribed SOPs while also identifying opportunities to improve efficiencies.
- Understand, follow, and revise as necessary all SOPs and related forms.
- Inspect and verify shipped goods for both incoming and outgoing items prior to signing off; reject damaged goods.
- Ensure all required documentation is completed by all responsible parties using good documentation practices.
- Ensure that all SOPs applicable/relating to the Warehouse Department are current and that all staff is trained in their use.
- When necessary, operate a forklift as required to support urgent material handling requirements.
- Coordinate with other Departments as required.
- Enforce company health and safety standards to maintain a safe working environment.
- Engage in and identify Continuous Improvement (CI) initiatives.



- 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 3 years of warehouse, shipping/receiving, transportation experience combined with proven leadership skills.
- Minimum 3 years in a warehouse supervisory role.
- Experience using Ample Organics considered an asset
- Experience in cannabis industry considered an asset
- Experience in a GMP environment is an asset

Skills & Abilities

- Exemplary Customer-Facing and Customer Service Skills
- Excellent organizational skills and ability to multi-task
- Solution-focused mentality with strong trouble-shooting skills
- Effective oral and written communication skills
- Strong time management, leadership and interpersonal skills
- Exceptional attention to detail
- Proficiency with computers and systems (Ample and Microsoft Office)
- Knowledge of:
 - Good Production Practices
 - Good Manufacturing Practices
 - Health Canada Regulations
 - Previous shipping, warehousing, material handling and freight experience
- Ability to pass criminal background check is required

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.



[Apply on Indeed](#)