Warehouse Manager

Mitchell Island Terminals Ltd

Job ID
40748

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LOCATION	DATE POSTED	EXPIRY DATE
7126 Brown Street, Surrey, BC| British Columbia	31-07-2026	27-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 45	3 years to less than 5 years	Bachelor's degree

Job Details

Warehouse Manager

Employer: Mitchell Island Terminals Ltd
Location: 7126 Brown Street, Delta, BC V4G 1G8
Work Location: On site (no remote work option)
Wage: $45.00 hourly Hours: 40 hours per week
Overtime: 1 and half hours after 8hrs/day and 40hrs/week.
Terms of Employment: Permanent, Full-time
Start Date: As soon as possible
Vacancies: 1

About Us

Mitchell Island Terminals Ltd is a warehouse and terminal operation based in Delta, BC, specializing in the handling and storage of industrial supplies and lumber products. We are seeking an experienced Warehouse Manager to oversee our facility operations and lead our team.

Job Summary

We are looking for a reliable and detail-oriented Warehouse Manager to direct and control the day-to-day operations of our commercial warehouse facility. The successful candidate will be responsible for planning, organizing, and managing facility operations, staff, budgets, and inventory, while ensuring high standards of safety, quality, and productivity.

Key Responsibilities

- Lead and manage all day-to-day activities at the warehouse facility
- Coordinate planning and organization of facility operations, including related property matters
- Compile operational reports and statistics for management review
- Put together proposals and reports showing the value of specific goods or services

- Draft and manage sales agreements with clients and vendors
- Handle contracts for supply and service providers
- Recruit new employees and guide their onboarding, training, and ongoing supervision
- Coordinate upkeep of equipment, machinery, and electrical/mechanical systems, including repairs and installations
- Build and oversee the facility's operating budget
- Coordinate day-to-day administrative functions, including signage, custodial services, parking, safety checks, security, and snow clearing
- Keep inventory levels organized and accurately tracked
- Carry out audits to maintain quality standards
- Identify and suggest ways to boost efficiency and product quality
- Track production data and prepare related documentation

Requirements

Education: Bachelor's degree
Experience: 3 years to less than 5 years of relevant experience
Languages: English

Product Knowledge: Industrial supplies, lumber

Computer & Technology Skills:
- MS Excel
- MS Office
- MS Word
- Electronic mail

Work Conditions & Physical Capabilities:
- Comfortable working under tight deadlines
- Strong attention to detail
- Combination of sitting, standing, and walking

Personal Suitability:
- Reliability
- Flexibility
- Positive attitude
- Punctuality

Who Can Apply

This job is open to:
- Canadian citizens
- Permanent residents of Canada
- Temporary residents of Canada with a valid work permit

Please do not apply if you are not authorized to work in Canada. The employer will not respond to applications from

individuals without valid work authorization.

How to Apply

By email:
mitchellisland.hiring@gmail.com

By mail:
7126 Brown Street
Delta, BC V4G 1G8

Please include your resume and a brief cover letter outlining your relevant experience in warehouse or facility management.

Mitchell Island Terminals Ltd is an equal opportunity employer. We encourage applications from all qualified candidates, including Indigenous peoples, newcomers to Canada, and youth entering the workforce.

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