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## *Inventory Supervisor*

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**Type of Employment:** Full Time

**Location:** Bedford, NS

With its Corporate office is in Red Deer, Alberta and its Regional office is in London Ontario, Peavey Industries LP is the corporate parent to retail brands Peavey Mart, MainStreet Hardware, and Ace Canada. We are 100% Canadian owned and operated.

Peavey is an engaging workplace. We are proud to promote from within and provide training to make this possible. We offer comprehensive benefits.

Committed to Canadians, connected through communities.

**Job Overview:** The Inventory Supervisor is responsible for the day-to-day operation of the store's receiving department, organization and all team members therein. As a supervisor, they hold keys to the store, and lead of opening and closing duties.

**Ideal Candidate:** The ideal candidate has warehouse and inventory experience. They are organized and can supervise team members.

### **Responsibilities**

- Responsible for the day-to-day organization and layout of the warehouse
- Plan and organize for arrival of shipments
- Coordinate with store management/supervisor team to plan product moves
- Resolve any issues that may arise while ensuring customer satisfaction
- Coordinate with store management/supervisor team to flow product to sales floor
- Supervise work according to set priorities and company requirements
- Manage promotional activities as set by store management team and meet or exceed the department objectives
- Ensure warehouse area is organized and clean before leaving and oversee the transition between shifts
- Ensure team members are informed of and adhere to company policies and procedures and ensure such policies are observed and applied
- Ensure that occupational health and safety guidelines and policies are observed
- Coordinate in-store training workshops with store management team and participate in store meetings to share product knowledge and best practices with other departments
- Implement and supervise the replenishment process and ensure follow-up with the store management team. For example: product shortages, surplus, sales opportunities, replacements, pending orders, promotional activities and seasonal changes
- Guide, encourage and motivate team members by setting the example

- Coach in the moment with team members
- Work with store management team to document and deliver progressive counseling when necessary
- Provide input to the store management team for the performance management process of team members and ensure follow-up
- Mentor and train team members for required procedures and techniques
- Ensure Department Leads carry out break schedule while ensuring staffing of department to meet customer needs appropriately
- Manage the employee recognition program application for team members
- Carry out work in a manner that will not create a hazard to themselves or others
- Work with co-workers and members of the Safety Committee to help create a safe working environment by making safety suggestions and recommendations
- Report and accidents, incidents, near misses, injuries, and/or occupational health concerns to a safety committee member
- Follow Peavey Industries LP medical and first aid procedures
- Positively communicate and demonstrate the company's Core Values

#### **Qualifications**

- High School diploma or equivalent
- More than two years of retail experience

#### **Employee Perks (FT/Permanent)**

- Employee Ownership Program
- Employee Discount
- RRSP Matching Program
- Competitive Group Benefits
- Inclusive work culture
- Laid back atmosphere
- Work-life balance

**\*Only those selected for an interview will be contacted.**