

## **PARTS AND WAREHOUSE MANAGER**

Brokk Inc. is an international Swedish-based organization primarily focused on manufacturing specialized heavy-duty machines for demolition purposes. Over 4 decades have passed since its establishment in 1976, during that time Brokk has grown to be one of the world's most renowned manufacturer of demolition machines. Brokk machines have dramatically improved the working conditions for thousands of people around the world and have provided critical service when it was needed most. Brokk machines were used to clear Ground Zero after 9/11, they assisted in containing the nuclear disaster at Fukushima, and they are regularly used in a variety of functions at thousands of job sites across the globe. In 2019, Brokk formed its Canadian entity, Brokk Sales Canada, to meet the growing demand for state-of-the-art demolition machines in Canadian industries.

This newly created Parts and Warehouse Manager role will report directly to the President, and be a resourceful, independent, jack of all trades individual responsible for the shipping and receiving of both machines and parts from their Burlington location. The incumbent of this role will have their hand in all aspects of the business and add direct value to the team through their accountability, work ethic and a team-oriented mindset. The ideal candidate will be an individual who can add value to this newly created role through making solid decisions, well organized, and is motivated to achieve the objectives to move the business forward.

### **Key Responsibilities:**

- Overseeing and manage receiving, warehousing, distribution, and maintenance operations.
- Ensuring delivery deadlines and quality objectives are met.
- Setting up layout and ensuring efficient space utilization.
- Manage inventory controls.
- Work collaboratively with the President and Regional Sales Managers to ensure the correct level of parts and equipment are available as needed.
- Liaise with clients, suppliers, and transport companies.
- Maintain documentation and accurate records of warehouse activities.
- Maintain high standards of health and safety.
- Maintain awareness and knowledge of the condition and needs of Brokk machines.
- Oversee maintenance, upkeep and housekeeping of the facility, equipment, and parts.
- Ensures facilities & equipment are maintained in good working order & ensure the safety & efficiency of the work environment.
- Manages the repair & maintenance effectively including the purchasing of supplies & materials.
- Assist with deliveries where required.
- Ability to take on other tasks as needed.

### **Skills & Qualifications:**

- 5+ years of warehouse management experience.
- Working knowledge of heavy equipment/machine operation is required.
- Experience operating heavy equipment is considered an asset.
- Excellent understanding of warehouse management procedures.
- Proficient knowledge of inventory and inventory controls.
- Valid drivers' license.
- Ability to operate forklift effectively.
- Proficient computer skills.
- Ability to respond efficiently and professionally to common inquiries or complaints from customers, regulatory agencies, or other internal and external stakeholders.

- Excellent written and verbal communication skills.
- Ability to work proactively and independently.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to [aj.beaudry@mdp.ca](mailto:aj.beaudry@mdp.ca) or call 250.585.6306