

## Warehouse & Facilities Manager – Sparwood, BC

**Position Closing Date:** Position will remain open until filled

**Employer:** Ka'kin Group Ltd.

**Employment Type:** Permanent, full-time

**Salary:** \$30.00 - \$35.00

**Application Method:** Email resume and cover letter to [helen.barron@kakin.ca](mailto:helen.barron@kakin.ca)

### Position Overview

Ka'kin is seeking a Warehouse & Facilities Manager to lead our operations in Sparwood, B.C. This hybrid role combines warehouse leadership with tenant-focused facilities oversight, supervising warehouse staff and ensuring leased areas (both warehouse and office spaces) are well-maintained, functional, and tenant-friendly.

You'll be joining a community-focused environment where safety, strong communication, and operational excellence are paramount.

### Key Responsibilities:

#### Warehouse Operations

- Oversee receiving, storage, picking, packing, dispatching, and stock inventory control.
- Maintain a clean, safe, and secure warehouse environment; enforce policies, safety protocols, and sanitation standards.
- Train, schedule, and coach warehouse team members; coordinate performance evaluations and address performance concerns.
- Manage equipment maintenance, routine inspections, and upkeep of warehouse fixtures.
- Generate regular operational reports (e.g., inventory status, IN/OUT metrics, loss prevention stats).
- Implement improvements to optimize warehouse space utilization, workflow, and productivity.

#### Facilities & Tenant Support

- Serve as primary liaison for tenants leasing warehouse or office space—addressing maintenance, scheduling, and operational needs.
- Conduct regular inspections of leased areas and coordinate necessary repairs or vendor services.
- Collaborate on space allocation planning to balance tenant needs with warehouse operational efficiency.
- Ensure compliance with relevant safety, health, and building codes within tenant areas.

#### **Qualifications & Skills**

- Minimum 3–5 years of warehouse supervisory or management experience.
- Experience in facilities or property management, particularly involving tenant coordination or leased spaces is an asset.
- Strong organizational, leadership, and problem-solving abilities. Comfortable multitasking in a dynamic environment.
- Proficiency with inventory systems, data tracking, and familiarity with basic IT tools.
- Excellent communication and interpersonal skills; ability to engage effectively with staff and tenants.
- Familiarity operating warehouse equipment; forklift certification preferred but not required.
- High school diploma or equivalent; formal training or education in logistics, supply chain, business, or facilities management is a bonus.
- Valid driver's license required.

#### **Compensation & Benefits**

- Competitive salary (industry standard for regional warehousing and facilities manager roles).
- Comprehensive healthcare, dental, and employee assistance program.
- Inclusive, collaborative work culture with opportunities for professional growth.