



Event\Technology

# Warehouse Supervisor

Victoria, BC

**Status:** Permanent Full Time

**Hourly wage:** Competitive salary (depending on experience) + Vacation Pay + Extended Dental & Health Benefits

## Job Responsibilities:

- Preparing equipment for events. Order picking.
- Packing/Unpacking road cases, pallets, boxes, etc.
- Loading and unloading of equipment to and from trucks
- Maintenance of warehouse (organizing equipment, inventory control, tidying isles so they are kept clear and safe for transit)
- Supervision of all warehouse floor activity including all outgoing/incoming gear, and employees and reporting to warehouse manager.
- Making sure gear is properly maintained (clean, functioning, and reset) and stored in the warehouse.
- Makes sure all work areas are clean including workstations, prep-bays, and storage bays.
- Ensures all Preps/de-preps are properly signed off with correct paperwork (Including IXRs)
- Aiding in enforcing proper work ethic and making sure employees stay focused on work at hand.
- Aiding in enforcing proper safe working techniques as outlined by WorkSafeBC and SW guidelines.
- Actively train and mentor employees working in the warehouse on gear functionality, how to prep items in conjunction with warehouse manager and warehouse guide.
- All responsibilities outlined in the de-prep and prep responsibilities section of warehouse guide.
- Ensures all truck packs and loads adhere to proper loading methods outlined by operations and logistics manager.
- Helps to enforce pre-trip truck inspections among all warehouse and AV technicians – to minimize incidents and maximize truck efficiency
- Equipment QC in/out of warehouse
- Customer service in Warehouse
- Driving company vehicles (1,3,5 Ton trucks, NO air brake).
- Perform other duties as assigned and deemed necessary.

## Qualifications:

- High School Education (diploma or equivalent)
- Experience working in a warehouse/shop environment
- Knowledge of professional audio/visual equipment is considered an asset
- Ability to lift up to 50 lbs
- Valid Class 5 Driver’s License or equivalent (Driver training will be required and provided regardless of driving experience)
- Previous 3-ton truck driving experience is considered an asset
- Ability to multi-task and manage time effectively
- Forklift Experience
- Professional, positive attitude and work ethic
- Safety minded willingness to grow and expand with our team.
- Available early morning/ late night and on weekends when needed.

**To Apply, Contact:**

Careers Team  
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