



Job Title: Logistics and Operations Manager

Position Reports To: President

Location: Oakville, Ontario

Website: www.theconciergeclub.ca

Position Overview:

The Concierge Club is renowned for our level of excellence, and our unique creative philosophy ensures we produce visions to epic levels. Our team energy orchestrates original celebrations nationwide that are both provocative and impact all senses; resulting in distinct experiences for every guest and client.

We are looking for candidates to work at our Oakville warehouse who have 3 to 5 years' experience with Experiential Marketing Logistics and Operations Management and who knows what it takes to deliver beyond expectations. Someone that can wear multiple hats and troubleshoot faster than a challenge possibly presents itself!

Reporting to the President, the Logistics and Operations Manager is responsible for delivering results in key areas of safety, quality, productivity, housekeeping, and inventory. This position will entail execution of the physical material flow plan for events and activations including daily operations of material flow activities.

Roles & Responsibilities:

- Accountability for the logistics and operation function at the warehouse including strategic vision
- Optimizing the logistics management function for both raw materials & finished products
- Responsible for managing all or most of the following: inventory control, warehousing, transportation & distribution, carpentry/builder, production planning and execution, and customs, etc.
- Working closely with account managers and coordinators regarding event requirements

Successful Candidate will possess the following qualifications:

- Direct experience (3 to 5 years) in a logistics leadership role;
- Excellent time management and organizational skills;
- Ability to manage and prioritize multiple projects;
- Highly motivated with the ability to work independently and in a team environment;
- High degree of attention to detail;
- Ability to work in a fast-paced environment;
- Effective interpersonal skills;
- Good communication skills (verbal and written);
- Must be organized and have demonstrated the ability to multi-task; Comfortable with computers;

To apply please email your resume to justin@theconciergeclub.ca with the job code "Oakville" in the subject line. Please note only selected qualified candidates will be contacted for an in-person interview.

We appreciate your interest in our company! The initial review of applications will begin on the deadline date for applying. Applications received after the deadline may not be considered. Only those candidates selected for an interview will be contacted.