

ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

THE POSITION

Job Title:	Warehouse Manager
Position Status:	Permanent, Full-Time
Department:	Manufacturing Planning and Material Management
Supervision Received:	Senior Warehouse Manager
Supervision Exercised:	Warehouse Associates and Supervisors
Location:	Rogers, Minnesota

A.	Team Management	50%
B.	Inventory Management	35%
C.	Process Standardization and Process Improvement	10%
D.	Other Duties as Assigned	5%
TOTAL		100%

Reporting to the Senior Warehouse Manager, the Warehouse Manager is a key member of the Manufacturing Planning and Material Management team and is responsible for providing people leadership, inventory management, and warehousing/distribution support. This position will be

accountable for the operational performance, customer delivery, inventory controls, as well as training and rolling out of best practice materials and warehouse management processes.

To be qualified for this role, the candidate will have strong background in inventory management, warehouse/distribution management, integrated demand and supply planning areas, be well-versed with inventory planning systems including SAP or other ERP system; and have excellent customer service and people management skills.

Key Responsibilities:

- Supervise daily warehouse activities, including safety policy adherence, inventory control, space management/utilization, logistics, personnel productivity, and quality assurance.
- Review staffing levels, hiring needs, training gaps, turnover, and overall team morale to build a culture of accountability and productivity.
- Meet regularly with Warehouse Supervisors to analyze workflow, productivity, errors, gauge team morale, training, and discuss processes.
- Review emails daily pertaining to schedule changes, facility changes, or impacts to workflow and share information with the Warehouse Supervisors.
- Create an environment that encourages collaboration between the warehouse and other departments to help meet all deadlines and customer requirements.
- Along with Warehouse Supervisors, review processes frequently to understand areas of improvement.
- Review Work Instructions regularly to ensure best practices are utilized for all warehouse processes and all safety requirements are adequate.
- Audit and report inventory while making recommendations on which items to order and restock.
- Ensure all finished goods stock is correctly pulled, scanned, loaded, and verified before reaching the customer.
- Ensure all raw material is correctly unloaded, received, stored safely, scanned, labeled, and delivered to the production line.

Minimum Qualifications:

Bachelor's degree in supply management, operations or administration, or a related field with Five (5) plus years of warehouse management experience or an equivalent combination of education, training, and experience required.

- Experience managing multi-site, high-volume manufacturing is considered an asset.
- Six Sigma training is considered an asset.
- Understanding of Business Central or another ERP database considered an asset.
- Excellent understanding of warehouse management procedures and internal logistics.
- Strong people leadership skills with experience in mentoring and training.
- Proficient knowledge of inventory and inventory controls.
- Experienced in the operation of a forklift and forklift training.
- Excellent computer skills including a strong understanding of Office 365.
- Outstanding communication skills, both written and verbal.
- Must have a valid passport and ability to travel internationally.

- Must have valid driver's licence and reliable transportation.
- Must complete record check and drug screening prior to employment.

Salary Range: \$80,000 to \$105,000 Annually

Benefits:

- **Employer paid employee medical & dental benefits**
 - **Co-pay for spouse/dependents**
- **Performance Incentive**
- **Life Insurance**
- **401K match**
- **Paid PTO**
- **Paid sick days**
- **Paid personal days**

Qualified applicants should submit a cover letter and resume to the [Careers Center](#).

All applicants must be legally eligible to work in the United States of America.

Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups, and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Currently, Heliene USA is not accepting applicants that require sponsorship.