

## 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 who want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenges, and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; with paid time off, sick time, and personal days; employer-paid health, dental, and life insurance for our employees, discounted premiums for dependents; as well as 401k with match.

## THE POSITION

<b>Job Title:</b>	Warehouse Manager
<b>Position Status:</b>	Permanent, Full Time
<b>Department:</b>	Manufacturing Planning and Material Management
<b>Supervision Received:</b>	Global Warehouse, Inventory and Manufacturing Planning Manager
<b>Supervision Exercised:</b>	Warehouse Supervisors and Associates
<b>Location:</b>	Mountain Iron, Minnesota, onsite

Reporting to the Global Warehouse, Inventory and Manufacturing Planning 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, and 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 a 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 systems; and have excellent customer service and people management skills.

- Train, motivate, and evaluate staff while ensuring safety
- Conduct safety and job briefings
- Plan work for every warehouse shift and set goals
- Implement operational policies and procedures and ensure compliance
- Ensure effective and safe use of warehouse equipment
- Maintain documentation and keep accurate records of warehouse activities
- Provide warehouse layout and equipment selection advice with detailed analysis
- Recommend continuous improvement initiatives to maximize internal logistic effectiveness and efficiency for all internal plants
- Consult, align, and communicate with other departments and plants to ensure smooth deployment of proposed improvements
- Other duties as assigned

**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
- 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
- Certified in the operation of a forklift
- 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 a valid driver's license and reliable transportation.
- Must complete record check and drug screening prior to employment.

**Physical Requirements:**

- Must be able to stand and traverse the warehouse
- Must be able to use a forklift
- Must be able to climb stairs
- Must be able to use a computer proficiently
- Must be able to team lift up to 50 pounds
- Must be able to tolerate a warehouse and outdoor environment

**Qualified applicants should submit a cover letter and resume to [careers@heliene.com](mailto:careers@heliene.com).**

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.