



Job Description

Warehouse Manager/Internal logistic specialist

Mountain Iron, MN

Heliene Inc. is a solar company founded in 2010 and headquartered in Ontario, Canada. We are a manufacturer of high efficiency, high quality, and high reliability solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, Florida-USA and at manufacturing partners in Asia.

The Warehouse Manager/Internal logistic specialist is a hand on leader with a practical mind and attention to detail. Under limited supervision, the warehouse manager will be accountable for a safe, compliant, effective, and efficient planning and management of our internal warehouse and to negotiate and oversee contract execution with our external warehouses. The internal logistic specialist is responsible to develop and maintain expertise for the overall Heliene internal logistic management processes. In this role, you'll have to work closely with other functions to make continuous improvement and standardization recommendations across all plants. The internal logistical specialist will also assist the installation and maintenance of new locations through the review of the inventory data, layout optimization, logistic equipment selection and alike.

To ensure success you need to multitask effectively in a fast-paced, dynamic environment, and perform your duties in a manner that maximizes profits. Top applicants are dedicated, detailed, action, and results oriented.

Warehouse Manager/Internal logistic specialist Responsibilities:

- Train, motivate, evaluate and discipline staff while ensuring safety.
- Plan work for every warehouse shift and set goals
- Keep up-to-date on the latest federal, state and provincial safety regulations.
- Oversee receiving, warehousing and distribution operations.
- 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.
- Stay current with the latest internal logistic technologies, methods, and industry trends.
- 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.
- Define contractual templates and best practices to find and manage external warehouses.
- Consult, align and communicate with other departments and plants to ensure smooth deployment of proposed improvements.
- Other duties as assigned.

Warehouse Manager/Internal logistic specialist Requirements:

- 5+ years warehouse management experience with multi-sites high volume manufacturing a plus.
- Excellent understanding of warehouse management procedures and internal logistic.
- Proficient knowledge of inventory and inventory controls.
- Ability to operate forklift effectively.
- Proficient computer skills and ERP and strong people skills
- Outstanding communication skills, both written and verbal.
- Outstanding leadership, organizational, multitasking, and problem-solving skills.
- Available to work extended hours.
- Bachelor's degree in supply management, operation or administration is a plus

To apply, please send your resume and a cover letter to careers@heliene.com

All applicants must be legally eligible to work in USA.