



## Job Opportunity

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**Job Title:** Warehouse Supervisor  
**Position Type:** Temporary  
**Location:** Dartmouth, Nova Scotia  
**Wage:** \$24.00 per hour\*  
**Duration:** To end of March 2021 (with possibility of extension)

### About Us

Elections Nova Scotia is an independent, non-partisan agency that is responsible for the administration of the Elections Act. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes.

Elections Nova Scotia is prepared at all times to conduct a provincial general election or by-election.

### Job Overview

Reporting to the Manager of Operations the Warehouse Supervisor provides oversight on election materials purchasing, quality control, assembly and distribution to 55 returning offices across Nova Scotia. Supervision of temporary warehouse workers tasked with assembling election materials to be package on pallets (165 + pallets) for shipping; this includes managing staff schedules. Due to the non-partisan nature of election administration the Warehouse Supervisor must remain politically neutral during employment.

### Experience and Key Activities

The Warehouse Supervisor will:

- Have three years of warehouse supervisory experience,
- Prior experience operating warehouse equipment, such as a forklift and pallet jack,
- Have certification in warehouse equipment operation,
- Quality control election materials prior to purchase and production,
- Receive and ship materials,
- Manage inventory levels,
- Manage temporary warehouse workers and their associated work schedules,
- Work with logistics vendor to build delivery and pickup schedules for 55 returning offices across the province.

## **Skills / Abilities**

- Proficient at computer usage including Microsoft Office, Excel and Outlook,
- Operation of warehouse equipment,
- Ability to delegate tasks and provide direction,
- Basic math skills,
- Ability to work independently and with teams,
- Good organization and time management skills.

## **Education**

The position Warehouse Supervisor is required to have completed Grade 12 or equivalent. Higher level education or training considered to be an asset.

## **Physical Demands / Working Conditions**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- Have the physical ability to stoop, kneel and crouch,
- Be able to lift, lower and carry 50 lbs,
- Be able to work overtime hours (as required),
- Valid drivers license and ability to rent a vehicle as travel may be required.

\*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.

Job posting closes July 31<sup>st</sup>. Please send resume to [shawn.way@novascotia.ca](mailto:shawn.way@novascotia.ca).