

Warehouse Operations Manager

Location: Richmond Hill, ON, CA, L4C 5H2

About Apotex Inc.

Apotex Inc. is a proudly Canadian, global pharmaceutical company that produces high-quality, affordable medicines for patients around the world. Apotex employs almost 8,000 people worldwide in manufacturing, R&D, and commercial operations. Apotex Inc. exports to more than 100 countries and territories and operates in more than 45 countries, with a significant presence in Canada, the US, Mexico, and India. Through vertical integration, Apotex is comprised of multiple divisions and affiliates including Apotex Inc., focused on generics; Apobiologix, a division of Apotex Inc. focused on biosimilar development; Aveva, an affiliate of Apotex Inc. fully integrated global developer and manufacturer of complete transdermal solutions; Apotex Consumer Products, a division of Apotex Inc. focused on brand name products; and Global Active Pharmaceutical Ingredients (GAPI), a division of Apotex Inc. focused on the manufacturing of active pharmaceutical ingredients (API) for Apotex and third parties. For more information visit: www.apotex.com.

Job Summary

Responsible for managing the storage and handling of materials and products associated with the activities at the Apotex manufacturing site including all associated people, processes and technology and in alignment with the sites mandate and business objectives.

Job Responsibilities

- Develop and direct programs to ensure the efficient and cost effective operation and utilisation of the facility.
- Plan, direct and implement warehouse operations and administrative support to meet prescribed productivity and service goals.
- Control and direct all inbound and outbound transportation for the warehouse.
- Direct the operations of the supervisory staff to achieve prescribed objectives.
- Apply sound communication and motivational techniques in supervising, counselling, coaching and disciplining subordinates.
- Conduct performance reviews with direct reports and implement training and development programs in conjunction with Human Resources.
- Review and update accountability statements, performance measures and training plans.
- Ensure that all work is in full compliance with Good Manufacturing Practices (GMP), Standard Operating Procedures (SOP), Work Instructions (WI) and Safe Work Practices (SWP) and all other compliance regulations

- Ensure the delivery of an effective training program that maintains all personnel at a current state with respect to latest standards, procedures and guidelines
- Direct established safety programs to ensure the safety of all personnel, equipment and property.
- Oversee monthly safety meetings and ensure that inspections are completed and issues addressed.
- Ensure compliance with all established safety standards and regulations.
- Recruits, trains, develops and effectively manages the ongoing performance of their direct reports
- Delivers all work in support of our Values of Collaboration, Courage, Perseverance, and Passion
- All other duties as assigned.

Job Requirements

- Post-secondary education or related certificate program
- Over 3 years' experience in warehouse or logistics management in a regulated environment
- Demonstrated experience in leading a large multi-shift workforce
- Strong Logistics, Warehousing, GMP, and Transportation background
- Demonstrated experience in Word, Excel, PowerPoint
- SAP software experience an asset
- Experience in project management techniques and software
- Excellent interpersonal and communication skills (verbal and written)
- Creative problem solver with experience in costing/process analysis
- Ability to interact with all levels of the organization, external suppliers, and customers in a professional, objective manner

At Apotex, we are committed to fostering an inclusive, accessible work environment, where all employees feel valued, respected and supported.

Apotex offers accommodation for applicants with disabilities as part of its recruitment process. If you are contacted to arrange for an interview or testing, please advise us if you require an accommodation.

[Apply Here](#)