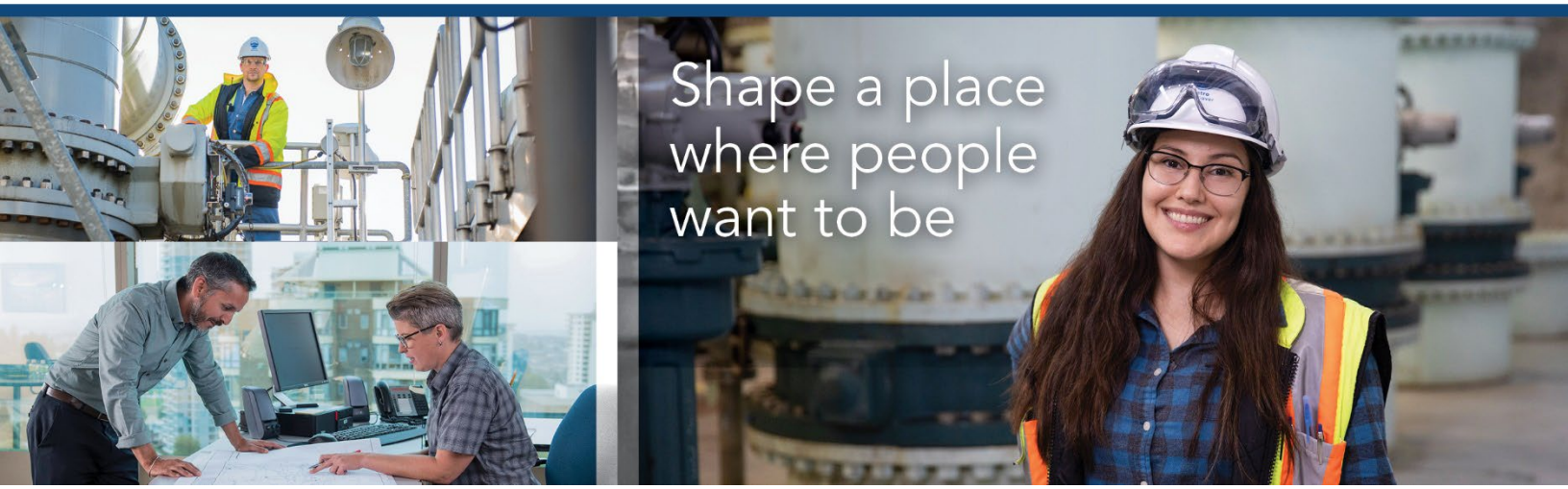
metrovancouver



Position Title: Supervisor, Materials & Logistics
Position Status: Full-Time Regular
Department: Procurement and Real Estate Services
Employee Group: Exempt
Location: 4515 Central Boulevard, Burnaby
Salary Range/ Wage Rate: Management / Leadership, Level M1 ($113,922.18 - $134,066.15 annually) (2024 wage rates)

Our Procurement and Real Estate Services Department is seeking a Supervisor, Materials & Logistics, who has extensive experience in procurement, warehousing, inventory management, and supply chain operations, supported by a proven track record of leading teams and driving operational excellence.

You are: a self-motivated and results-oriented leader capable of managing four established warehouses and multiple satellite storage locations while promoting consistent, safe, and efficient operating practices.

The Supervisor, Materials & Logistics reports to the Program Manager, Procurement & Warehouse Operations.

This role:

- Supervises and leads a team responsible for warehouse and fulfillment activities, including receiving, picking, packing, shipping, inventory control, and facility maintenance across multiple locations. Ensures materials and services are delivered safely, efficiently, and reliably in support of organizational operations and customer requirements.

- Recommends and implements inventory planning, warehousing, and distribution strategies, including demand forecasting, inventory optimization, and network improvements to balance cost, service levels, operational readiness, and asset utilization.

- Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds within the approved budget. Contributes to budget preparation and planning.

- Implements and maintains corporate policies and guidelines based on industry best practices and corporate needs. Develops and maintains standard procedures and guidelines for warehouse and distribution operations; identifies performance gaps, makes recommendations and implements plans to address gaps.

- Establishes and maintains warehouse and distribution performance metrics; monitors operational results, analyzes data, and leads continuous improvement initiatives to enhance efficiency, service quality, productivity, and customer satisfaction.

- Represents the Materials Management program for technology requirements and analyzes system issues, solutions, enhancements, and integration with technology.

- Hires, supervises, directs and develops staff monitoring performance towards division, department and corporate goals and objectives. Ensures staff adhere to corporate workplace conduct and purchasing policies. Leads, coaches, and develops staff recognizing the importance of technical training and career development.

- Develops and maintains effective relationships with internal customers. Works with customers on the development and governance of inventory planning strategies, including min/max levels, critical spare parts, and demand forecasting based on historical consumption and operational requirements. Reports on service metrics and drives customer satisfaction improvements.

- Keeps up to date with relevant legislation and regulations to ensure compliance within warehouse and distribution operations.

- Performs other related duties as required.

To be successful, you have:

- 3 years of recent, related experience supplemented by a university degree or diploma in supply chain management, business administration, logistics, or operations management; or an equivalent combination of training and experience.

- Certification or professional designation in one or more of the following: Certified in Planning and Inventory Management (CPIM); Supply Chain Management Professional (SCMP); or other recognized supply chain, procurement, or inventory management designation.

- Sound knowledge and understanding of warehouse and distribution operations. Sound knowledge of material and logistics management and an ability to implement innovative and economical best practices for a complex organization such as Metro Vancouver.

- Sound knowledge and understanding of the principles, practices, methods, and techniques of researching, evaluating, and analyzing data to identify and address inefficiencies and implement solutions to enhance continuous performance initiatives.

- Ability to work within established budgetary and financial objectives and possesses sound basic budgeting and accounting skills. Ability to monitor and control budgets ensuring the effective and efficient expenditure of allocated funds within the approved budget.

- Demonstrated ability to establish and maintain effective working relationships with internal and external contacts. Demonstrated initiative and proven ability to work cooperatively with others; ability to effectively deal with disagreements to prevent the escalation of conflict.

- Ability to use judgment to resolve problems by adapting or applying procedures to address issues and problem situations. Demonstrated persistence in overcoming obstacles. Demonstrated ability to plan work, problem-solve, and address multiple competing priorities. Sound customer service skills.

- Sound written and oral communication skills including well developed report writing and presentation skills; ability to provide clear direction to staff and write standard business correspondence such as letters and memos.

- Demonstrated supervisory skills including the ability to understand and consistently apply and explain collective agreement provisions and corporate policies; ability to organize, direct, and supervise the work of others in a team environment; skill in training and coaching staff to achieve goals and objectives.

- Proficiency using Microsoft Office programs including Word, Excel, and Outlook.

- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion here.

Please follow this link https://metrovancouver.org/about-us/careers to our Careers page where you can submit your application by November 24, 2026.