



**18 WHEELS**  
**LOGISTICS**

18 Wheels Logistics Limited Partnership  
7185 11<sup>th</sup> Avenue, Burnaby, BC, V3N 2M5  
Tel: (604) 439-8938 | Fax: (604) 527-3943

## Facility Operations Manager

### Company Operation Name: 18 Wheels Logistics Limited Partnership

**Language:** English

**Job Type:** Full-Time, Permanent

**Start Date of Employment:** As soon as possible

**Minimum Education:** College Diploma

**Position Available:** 1

**TEER Group:** 70012

**NOC Job Title:** Facility operation manager

**Salary:** \$38.46/Hourly

**Job Address:** 7185 11<sup>th</sup> Ave, Burnaby, BC V3N 2M5

**Business address:** 7185 11<sup>th</sup> Ave, Burnaby, BC V3N 2M5

**Website:** [18wheelslogistics.com](http://18wheelslogistics.com)

### **Job Description:**

We are looking to hire a professional Facility operation manager to be a part of the 18 Wheels team. We encourage all those looking to develop and be a part of a responsible and professional logistics environment to apply.

### **Key duties and responsibilities will include:**

- Effectively manage facility operations, direct the workflow;
- Supervise, organize, assess and control the operational processes within the facility;
- Recruit and lead staff;
- Prepare and manage the operating budget of the facility; compile reports and statistical information on the expenditures and timelines;
- Assist in developing the designated premises ensuring quality maintenance of the equipment and installation of required machinery;
- Assess team's performance and coordinate respective training;
- Administer inspections on safety and security;
- Coordinate repair of electrical equipment and supporting infrastructure in the facility when needed;
- Plan and manage projects for improving the facility; monitor and control their scope, budgets, risks and schedules;
- Client management and service
- Organize and maintain administrative services including cleaning, garbage and snow disposal, transport parking and supporting operations;
- Participate in designing marketing strategies for the success of the facility's operation.

### **Job requirements:**

- College Diploma
- Several years of supervisory experience in:
  - Large scale co-packing operations including process, planning and machinery
  - Alcohol storage and distribution including legal and regulations
- Ambitious, proactive nature and positive attitude;
- Sufficient English language communication skills;



**18 WHEELS**  
**LOGISTICS**

**18 Wheels Logistics Limited Partnership**  
7185 11<sup>th</sup> Avenue, Burnaby, BC, V3N 2M5  
Tel: (604) 439-8938 | Fax: (604) 527-3943

- Strong attention to detail and accuracy;
- Strong team worker, effective communication skills

**Health Benefits:**

- **Dental plan**
- **Pharmacare Plan**

**How to Apply**

Please forward your resume in confidence to: [18wheels.partnership.hr@gmail.com](mailto:18wheels.partnership.hr@gmail.com)

Only qualified candidates will be contacted.