

## **Warehouse Manager – Canada Running Series**

Canada Running Series is the nation's premier running circuit with 8 events: 4 in Toronto, 2 in Vancouver 1 in Montreal and 1 in Edmonton. It annually attracts over 60,000 participants and raises more than \$6 million for some 320 local charities. The Series includes the IAAF Gold Label Scotiabank Toronto Waterfront Marathon, and the Athletics Canada National Marathon Championships. Since 1999, CRS has gained international recognition for innovation and organization.

We are passionately committed to staging great experiences for runners of all levels from Canadian Olympians and International stars, to healthy lifestyle and charity runners; and to making sport part of sustainable communities and the city-building process. Our mission is "building community through the sport of running."

We are currently looking for an event professional for a full-time, 2-month contract, during our busy Fall season.

### **The Job**

The CRS Operations department is looking to expand our Operations team during the busiest time of our event season, to help on the front lines of delivering our Zoo Run and Scotiabank Toronto Waterfront Marathon. This position is perfect for event contractors, people with warehouse experience or anybody who likes getting their hands dirty at world class events.

The Warehouse Manager will play an integral role in planning, organizing & executing our warehouse operations as well as leading our race crew during race week. This individual will pack kits & pallets, load/unload trucks, inventory supplies and take the lead on shipping & receiving. Flexibility and a willingness to adapt are a major part of this role as well as the ability to work for long and often unsociable hours.

### **The Work**

Work with the Canada Running Series team to help bring together months of planning.

This includes:

- Planning, organizing & executing warehouse operations, for the duration of the contract
- Assisting with truck loading & unloading at the warehouse
- Supporting the Operations team to coordinate & receive deliveries
- Assist with inventory management & ordering of supplies
- Training and supervising a crew
- Represent Canada Running Series and develop a positive relationship with suppliers, key stakeholders and participants.
- Ensuring that safety is a key priority throughout the scope of the event

## **Requirements**

The successful candidate will be hard-working and personable. They must have an open-mind, and being adaptable is a must, along with the following:

- A Strategic thinker and creative problem solver
- Excellent oral communication skills with an ability to think and react to situations confidently and quickly
- Hold a valid Driver's license
- Highly self-motivated and hardworking
- Exemplary self-discipline and professionalism
- Must be prepared to work in any weather
- Ability to lift heavy (20lbs+) objects and work on your feet for 8-12 hours a day
- A Positive attitude and invested in being part of a wider team to achieve one shared goal
- Be willing to work unsociable hours, nights and weekends for a short period of time

## **Scope of Work**

Available to work at our warehouse in Etobicoke Monday to Friday, and some weekends leading up to our events in September and October.

**Contract dates: September 4<sup>th</sup> – October 31<sup>st</sup>**

Available to work the following event weekends:

- **Zoo Run** (September 21)
- **Scotiabank Toronto Waterfront Marathon** (October 19-20)

## **Desirable experience (not mandatory)**

- Experience in managing and training a crew and/or volunteers
- Ability to drive a 5tonne truck
- Forklift certification
- Experience working on other large events considered a bonus

## **Benefits**

- Gain experience working on world class events of up to 25,000 participants
- Competitive Daily Rate