

## Shipping/Receiving Manager, The Amazing Brentwood

### About SHAPE

SHAPE is the real estate investment, development and management Company leading some of the largest and most exciting projects in North America. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft. of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

### The Amazing Brentwood: The Best of Vancouver in One Amazing Place

The Amazing Brentwood is a +\$2B metropolitan centre that will bring the region's best shops, restaurants, art, culture, offices and residences to one 28-acre site. In partnership with HOOPP and LCRE, the real estate company owned by Louis Vuitton Moet Hennessy (LVMH), SHAPE is engaging the world's top brands, architects and creators worldwide to create a complete community that will redefine the region's urban boundaries. As LCRE's 6<sup>th</sup> project globally and 2<sup>nd</sup> in the Americas, The Amazing Brentwood will join an exclusive portfolio with top luxury fashion destinations including Miami Design District and Tokyo's Ginza SIX.

### Shipping/Receiving Manager (Dock Master)

Reporting to the Operations Manager, the Shipping/Receiving manager performs functions that are vital to the daily operations of The Amazing Brentwood's loading dock as they relate to deliveries, shipments, contractor/tenant/resident access control, and general policies and procedures.

### Primary Job Duties

- Manage day to day operations of the loading dock
- Use logistics software to organize the scheduling of all loading bays, freight elevators, and residential move in and outs
- Direct traffic and resolve logistics/traffic/loading conflicts
- Coordinate waste management, recycling, and pallet pickup with 3<sup>rd</sup> party company
- Monitor loading bay assets and assist security with damage/incident reports
- Ensure that only commercial and authorized vehicles have access to the dock area
- Understand the needs of tenants and TAB priorities
- Mitigate, manage and resolve issues related to the dock in a proactive manner
- Complete dock related reports
- Supervise, train, and lead other loading dock staff members

# SHAPE

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SHAPE PROPERTY MANAGEMENT

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## Qualifications

Required Training and Experience:

- Minimum 2 years of experience in a similar role
- Undergraduate degree an asset

## Required Skills and Abilities

- Working knowledge of loading docks
- Good temperament and judgment
- Traffic management skills
- Knowledge of logistics software for scheduling and storage purposes
- Strong supervisory presence
- Familiar with loading bay mechanical equipment (dock levellers etc.)
- Knowledge of operating freight elevators
- Proven conflict resolution skills
- Scheduling and time management skills
- Strong problem solving abilities

To apply, please visit our website at <http://shapeproperties.com/careers>