



PHANTOM CREEK
ESTATES

Warehouse Manager – Phantom Creek Estates

At Phantom Creek we have created an exclusive brand experience for our guests to enjoy exceptional wine and a meal with breathtaking views in the heart of Oliver, B.C. We pride ourselves in delivering best in class service through strong culture of collaboration and communication with our diverse team members, a winning attitude and passionate about leaving a legacy.

Who we are?

Phantom Creek represents the vision of the Bai family to build one of the leading wineries in Canada. It was a quest that led them to the Black Sage Bench and two of the Okanagan's historic vineyards: Phantom Creek and Becker Vineyards. Today, Phantom Creek focuses on single-vineyard Bordeaux reds, Alsatian whites, and the Okanagan's benchmark varieties of Viognier and Syrah from storied vineyard sites. Led by the tireless efforts of our vineyard team, our estate vineyards are farmed naturally, organically, and biodynamically. All overseen by Olivier Humbrecht, France's first Master of Wine.

What we Offer

- A competitive wage
- Medical and Dental Benefits
- Paid time off
- Employee Assistance Program
- Casual Dress
- On-site parking
- Employee discounts
- Access to our wine education program and employee wellbeing initiatives such as our – Employee Assistance Program

Job Responsibilities

Reporting to the Director of Winemaking, as the Warehouse Manager you will be responsible for maintaining inventory and supplies by receiving, storing and delivering items, securing warehouse and overseeing the warehouse management system. As part of the ongoing growth at Phantom Creek Estates, you will oversee operational activities, machinery operation, improve operational effectiveness in the warehouse and uphold Health and Safety policies and procedures.



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- Manage and execute all wine orders from booking to delivery, from single case to pallet orders for internal and external customers and managing the business relationship with all carriers
- Conduct monthly and annual physical inventory count in warehouse and ensure accurate reporting with Finance department
- Track inventory allocation with sales and marketing team
- Manages shipping and receiving schedule to ensure goods are acquired and distributed timely and effectively
- Oversee the movement of PCE case goods from facility to facility as well as within the winery
- Work closely with Wine Club Manager so that each shipment (3 times per year) goes according to plan
- Restock Phantom Creek production warehouse as required, anticipating seasonal volume fluctuations
- Manage all warehouse supplies
- Organize warehouse to receive total pallet count for each bottling in coordination with winemaker
- Receive all bottling supplies in a timely manner and in coordination with winemaker and bottling line operator
- Cross functional communication with all departments, with a strong understanding of our core partnerships throughout Canada and Abroad.
- Manages the warehouse schedule to align with shipping and receiving needs that are aligned with business priorities.
- Ensures warehouse is equipped with proper tools and equipment to execute efficiently
- Manage warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Leads a Health & Safe work environment by completing thorough reviews in the warehouse and updates policies and procedures accordingly.
- Maintains positive employee relations in all departments
- Other duties as assigned

Job Qualifications

- High School Diploma is required with preference to those who have a diploma in business, logistics or a related field.
- 3+ years Warehousing experience
- 3-5 years Supervising / Managing a warehouse and team
- Past project coordination, hospitality experience, and wine knowledge is a plus
- Proven ability to help businesses meet or exceed forecasted revenue goals
- Strong understanding in various applications such Microsoft (Outlook, Word, Excel), and Ollie beverage management software
- Valid Forklift Operator Certificate
- Level I or II First Aid Certificate an Asset



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- Valid driver's license and clean driving record
- Strong commitment to quality with attention to detail
- A natural problem solver with the ability to think outside of the box
- Results orientated with an ability to prioritize
- Strong organizational skills and the ability to multi-task;
- Excellent verbal and written interpersonal communication skills
- Candidate must be hands on, dependable, and self-starting
- A natural problem solver with the ability to think outside of the box
- Teamwork and customer service skills.
- Ability to lift up to 55 pounds.

To gain more information about us, please visit www.phantomcreekestates.com. To apply, please forward your up-to-date resume to careers@phantomcreekestates.com