



Job Title: Supply Chain Manager

Location: Onsite

Status: Full-Time for 2 Months

Start Date: Immediate

Salary: \$17.20 per hour (non-negotiable)

About Us:

Sai Dham Food Bank is a charitable organization committed to supporting vulnerable and food-insecure communities through equitable access to nutritious food, essential services, and compassionate care. We are driven by our mission to serve with dignity, efficiency, and heart.

Position Overview:

We are seeking a highly organized and mission-driven Supply Chain Manager to lead our supply chain operations, ensuring the smooth and ethical flow of both perishable and non-perishable food items from donation or purchase to distribution. The ideal candidate will play a critical role in maintaining food safety standards, minimizing waste, and maximizing the impact of our resources.

This role requires strategic thinking, operational excellence, and a strong passion for community service.

Key Responsibilities:

- Oversee end-to-end supply chain activities including procurement, inventory control, storage, and distribution
- Implement **First In, First Out (FIFO)** inventory methods to reduce waste and manage expiry-sensitive products
- Ensure proper handling and storage of food—especially perishables—in compliance with food safety regulations
- Forecast demand and plan inventory needs to support warehouse operations and community food drives
- Coordinate incoming and outgoing shipments to ensure timely, accurate deliveries
- Manage inventory databases, tracking categories, expiration dates, and storage locations
- Use **CRM tools** to maintain and track relationships with vendors, donors, community partners, and transportation providers
- Monitor supply chain performance and prepare regular reports for leadership



- Identify and implement process improvements to boost operational efficiency and reduce costs
 - Collaborate with internal teams to align logistics strategies with organizational goals
 - Support and lead food drive events, ensuring logistics run smoothly and efficiently
 - Train and guide team members on safety procedures, warehouse processes, and inventory protocols
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Qualifications:

- At least 1 year of experience in supply chain management, warehouse operations, logistics, or a related role
- Excellent organizational, analytical, and problem-solving skills
- Knowledge of inventory management systems and supply chain software is an asset
- Strong understanding of food safety regulations and ethical sourcing practices
- Excellent English communication skills, both written and spoken
- Solid understanding of food handling, safety, and inventory practices (FIFO knowledge required)
- Experience with CRM systems
- Strong planning, organizational, and problem-solving skills
- Ability to lift heavy items and stand for extended period
- Forklift license is a strong asset
- Valid driver's license required

Eligibility Requirements (Must-Have):

- Must be a Canadian citizen, permanent resident, or a person granted refugee protection under the *Immigration and Refugee Protection Act*
- Must be between 15 and 30 years of age (inclusive) at the start of employment
- Must be legally entitled to work in Canada according to applicable provincial or territorial legislation and regulations
- Please note: International students are not eligible. Recent immigrants are eligible only if they are Canadian citizens or permanent residents.

Why Join Us?

- Opportunity to make a meaningful impact in your community



- Collaborate with a passionate, mission-driven team
- Build your portfolio while contributing to social good
- Gain experience within the nonprofit sector

How to Apply: Please send your resume, cover letter, and a portfolio or samples of your design work to recruitment@saidhamcanada.com with the subject line: *Supply Chain Manager Application – Sai Dham Food Bank*.