



Inventory Management Supervisor

The Company:

Richards-Wilcox Canada is the proven leader in the residential and industrial sectional garage door industry. Our commitment is to be the highest quality, most competitive door systems manufacturer in the world. We use the latest technology in our manufacturing processes, combined with design ingenuity, resulting in a superior product. We are one of the world's oldest sectional door manufacturers with over 100 years of proven success, providing our customers with quality service. We are a growing organization with a family-oriented, open and collaborative culture and a global perspective.

Department: Inventory Management & Receiving

Reports to: Plant Manager

Direct Reports: Receiving and Material Handling Staff

Internal Contacts: All Richards-Wilcox Canada employees

External Contacts: Vendors, Transportation Companies

Financial Responsibilities: N/A

Position Overview:

Reporting to the Plant Manager, the Inventory Management Supervisor ensures the efficiency and cost-effective processes within the Inventory Management department by monitoring and reporting on our company's inventory levels. You will be responsible for developing inventory tracking systems, reviewing levels of supplies, and performing a regular analysis. This person works with various departments to ensure smooth and timely production to meet customer needs. Demonstrates excellent organizational and problem-solving skills, as well as the ability to interpret and analyze large amounts of data. He/She also supports and facilitates the continuous implementation of health and safety practices in accordance with the Company's Health & Safety Program.

Key Responsibilities:

Responsibilities include but are not limited to the following:

- Design and implement an inventory tracking system to optimize inventory control procedures.
- Examine the levels of supplies and raw materials to determine shortages.

- Allocate inventory to the correct departments as it comes into the warehouse and arranging for pickups and shipments.
- Supervise the receiving team (3 receivers, 1 material handler on two shifts).
- Document daily deliveries to update inventory.
- Perform regular inventory cycle counts.
- Draft inventory reports that document inventory counts, discrepancies, and other statistical data.
- Create and maintain inventory databases and systems for accurately managing inventory.
- Prepare detailed reports on inventory operations, stock levels, and adjustments.
- Manage all receiving-related documents like pick-up slips, manifests, packing slips and any other shipping and/or delivery documents.
- Recruit and train new employees.

Administrative:

- Works with purchasing to resolve any discrepancies on received items.
- Ensures that all paperwork is filled in/processed correctly and follows up when necessary.
- Resolves issues in a timely manner.

The Inventory Management Supervisor work closely with the Accounting/Costing team. He/She:

- Maintains inventory accuracy, both physical and in ERP systematically monitoring, validating and tracking inventory movement associated with all processes.
- Investigates and escalates inventory discrepancies and strives to continuously refine procedures and processes to improve quality and accuracy of data.
- Creates and maintains up to-date inventory control procedures.
- Assists where necessary in training team members on the Company's SOPs.

Management:

- Responsible for resolving any issues which may arise and which need to be addressed withing the Inventory Management department
- Organizes temporary workers to meet department needs when required
- Provides strong leadership to all staff under his/her supervision
- In conjunction with the Plant Manager organizes overtime if necessary
- Conducts New Employee Orientation for the Inventory Management team

Strategic and Tactical Planning:

- Looks for quality and improvement in the current processes
- Makes informed staffing decisions as needed
- Monitors and manages absenteeism and tardiness of employees

Other:

- Other duties as assigned.

Personal Skills:

- Acts with integrity and honesty
- Strong communication and interpersonal skills
- Ability to build strong and fruitful relationships with employees and contractors
- Proven problem solving and multitasking abilities
- Detail oriented
- Strong sense of priority
- Ability to work independently and as part of a team

Professional Qualifications & Skills:

- Bachelor's degree in Supply Chain Management, Business Administration or related field
- 3 Years of experience in similar role
- APICS certification is an asset (CIPM, CSCMP)
- Analytical mind with strong attention to detail
- Computer Skills (MS Word, Excel), Outlook (training can be provided)
- Knowledge of the Health and Safety Act is required

Health & Safety Responsibilities:

The Inventory Supervisor must:

- Complete required H&S training
- Comply with all Health & Safety policies and procedure
- Participate fully in ensuring R-W is a safe place to work

Accessibility:

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Richards-Wilcox Canada will provide accommodations throughout the recruitment and/or selection process to applicants with disabilities.

If selected to participate in the recruitment and/or selection process, please inform Richards-Wilcox Canada's Human Resources Manager of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.