



D & V Electronics Ltd. is a Manufacturer and Supplier of State of the Art Electric Motor and Drive Test Systems to the OEM and Tier One manufacturers of Hybrid/Electric automobile vehicles worldwide. Our Canadian Office is located in the City of Vaughan, less than five minutes to many of the Major Highways, Hwy. #427, #407 & #401 and is accessible by all major Public Transit Systems. We are currently looking for qualified, highly competent and motivated individuals with the ability to learn quickly. We offer a Comprehensive Benefit Package, Education Upgrade Funding including contribution to an Employee RRSP Plan. If your qualification and experience meets our need, we invite you to apply.

Inventory, Receiving & Shipping Supervisor

Purpose:

- Lead and manage the daily operations of the Distribution Department (Inventory, Receiving and Shipping); maximize labour and equipment utilization.
- Manage, measure and monitor performance progress by establishing and maintaining quality and performance objectives

Role and Responsibilities:

Operations Management:

- Plan, organize, schedule and supervise the day to day inventory and shipping operations, to include: receiving, pick lists and shop orders and returns, inventory and deliveries and shipping deadlines
- Monitor completeness, accuracy, and SOX compliance for all inventory transactions
- Lead, manage, develop, train and monitor performance of staff; ensure all employee issues and concerns are addressed in a timely manner; encourage involvement from all staff, and foster a positive team environment and respect for all employees
- Liaise with the scheduler/planner, purchasing and shipping; maintaining an open line of communication and commitment to the completion of daily tasks
- Oversee purchase orders, data entry, and shipping and receiving tasks

Inventory & Receiving Management:

- Track, audit, and ensure adequate supply of inventory throughout the organization; minimize inventory levels at all times
- Responsible for all NCR and MDRs; making sure closed in a timely manner
- Manage stocking and receiving timelines, through effective utilization of manpower and equipment
- Manage and evaluate inventory control and performance; for all stock locations
- Lead the annual inventory count process
- Lead the inventory cycle count implementation; utilizing the ABC cycle count methodology
- Manage all receiving, and completeness of tasks in a timely manner
- Report and address material shortages and employee issues to the Operations Manager

Shipping Management:

- Ensure the department meets their scheduled delivery deadlines
- Implement plans and work processes which minimize shipping costs and foster department efficiency
- Review the shipping reports; prioritization and completion of orders ensuring incoming/outgoing orders do not remain on the report for more than three business days
- Review shipping documentation, following domestic, NAFTA and international regulations

Other:

- Manage scrap pick-up; arrange pick-up and receipt of funds from vendor
- Supervise and foster a healthy and safe work environment ensuring all safety rules and guidelines as per the Health & Safety regulations of the OH&S Act and D&V PPE policy
- Ensure the department employees follow company policies, procedures and work processes in an efficient manner
- Maintain good housekeeping in all the distribution department, as per the 5S program; keep surrounding areas clean and clear of garbage.
- Any other tasks as assigned by Management



Education and experience:

- Grade 12 diploma, Under graduate degree or CPIM preferred
- 5 + Years of progressively responsible, for industrial and/or plant experience in: shipping, receiving and inventory control
- 1-2 years' experience in a supervisory capacity, preferably in an manufacturing environment
- Working knowledge of domestic, USMCA (NAFTA) and international shipping regulations
- Licensed to operate a Raymond Reach Lift Truck
- High energy level required
- Strong leadership skills required
- Strong analytical and problem solving skills required
- strong organizational and planning capabilities required

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264 0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.