



Job Description Ref 20 067

Title: Senior Inventory Control Specialist

Purpose:

- Lead the daily operations of the Inventory and distribution Departments; to include maximize labour and equipment utilization.
- overseeing inventory control, managing deliveries, receiving, and inspection, maintain inventory records, and ordering products.
- to track items, parts, and products for a company, reporting inventory levels and issues to management, looking for any discrepancy with inventory, and creating reports that show available inventory or issues with inventory counts.

Role:

- Plan, organize, schedule, and supervise the day-to-day inventory department operations, which encompass all receiving, pick lists and shop orders
- Monitor completeness, accuracy, and compliance during inventory transactions.
- Oversee data entry for inventory control, shipping, and receiving.
- Lead and supervise inventory team, resolving problems, conducting training, and setting schedules.
- Track, audit, and ensure adequate supply of inventory throughout the organization
- 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
- Implement plans and work processes which minimize shipping costs
- stocking and receiving timelines, through effective utilization of manpower and equipment
- Ensure each department meets their scheduled delivery deadlines
- 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, USMCA and international regulations
- 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
- Ensure the department employees follow company policies, procedures and work processes and Health & Safety regulations as per the OH&S Act and D&V PPE policy
- Supervise and foster a healthy and safe work environment ensuring all safety rules and guidelines are followed and maintained
- Maintain good housekeeping in all inventory dept, as per the 5S program
- Liaise with the scheduler/planner, purchasing and shipping, maintaining an open line of communication and commitment to the completion of daily tasks
- Report and address material shortages and employee issues to the Operations Manager
- You are responsible for keeping the distribution, inventory stockroom and surrounding areas clean and clear of garbage.
- Responsible for the Manufacturing Shop Order Process.
- Manager shop order process included creating, picking, checking, monitoring, closing, and correcting any discrepancies on all Shop Orders.

- Responsible for generating all Inventory Month End KPI reports.
- Must join Joint Health and Safety committee and attend all meetings.
- Lead the monthly JH&S inspection and provide the report details to HR/JH&S secretary

Education and Experience:

- Grade 12 diploma, Undergraduate degree or CPIM preferred
- 5 + Years of progressively responsible, industrial and/or plant experience in: shipping, receiving and inventory control
- 1-2 years' experience in a supervisory capacity, preferably in a manufacturing environment
- 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 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

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