



WE'RE LOOKING FOR A WAREHOUSE SUPERVISOR

Location: Fort Erie, ON

Reporting to the Director of Production Control & Materials Management, the Warehouse Supervisor manages daily operation of the warehouse. The Warehouse Supervisor plans, organizes and coordinates the activities of warehouse employees to ensure timely and expeditious movement and storage of materials and parts. The Warehouse Supervisor is responsible for management of inventory and shipment in accordance with AS9100, TCCA and Airbus requirements using ERP system.

MAIN RESPONSIBILITIES

Warehouse

- Coordinate and optimize the receiving process; ensure timely receipt of all incoming deliveries, allocate resources to match the demand, minimize workload fluctuations and work with business lines to make necessary preparations to manage incoming receipts of materials.
- Monitor and support receipt of incoming temperature sensitive products (i.e. Pre-Preg) to ensure material is received and transferred to the freezer IAW established process.
- Develop, maintain and monitor transactional indicators related to receipts, put-away, storage, kitting and material issuing, amend resource allocation as necessary.
- Configure and make modifications to SAP Warehouse module to define warehouse mapping within the system in order to increase visibility on warehouse capacity, storage bin status, inventory movements and stock status.
- Optimize the use of available storage space ensuring products are stored in an organized manner while keeping safety and traceability at forefront.
- Identify slow or non-moving inventory and provide input to S & S and/or Procurement department to aid in defining stock collection policy and safety stock management.
- Lead and conduct Inventory counts (cycle or full count) as mandated by internal and external requirements and to ensure inventory integrity is maintained.
- Responsible for ensuring products identified as Controlled Goods or ITAR are handled and secured in accordance with established processes.
- Ensure work orders, sales orders and transfers are actioned in a timely fashion to support RNO, Manufacturing, Completion, Paint Shop, Spare part orders

Quality and Continuous Improvement

- Adhere to established quality processes and modify and/or develop processes as required. Provide training and cascade procedural requirements to the team.
- Prepare and execute periodic audits to satisfy inter-company mandates, Quality Management System audits such as AS9100, and Government mandated audits such as TCCCA, EASA.
- Cascade Continuous Improvement mindset and incorporate 5S methodology in daily operations.



- Lead and manage Warehouse Quarantine, drive MRB meetings with a cross-departmental team to provide disposition on non-conforming items.
- Monitor incoming material deviations and coordinate with the respective departments to ensure timely resolution of any deviations holding up the product.

Management

- Ensure that employees have adequate training and instructions to perform job tasks effectively and safely.
- Cross-train staff on various processes and ensure adequate resources are maintained to support operational requirements while mitigating risks.
- Provide ongoing feedback and conduct formal performance review at least annually.
- Establish employee training and development plans with support from the HR department.
- Facilitate weekly SQCDP meetings and ensure flow down of information.
- Monitor and report KPI's and develop recovery plans to ensure targets are achieved.
- Improve efficiencies in daily transactions and ensure the team strives to exceed productivity targets.
- Assess and pre-define manpower requirements for each area, develop "on-call" schedule to support full coverage off business hours.

Education

- Diploma in Business or Business Administration, Operations Management or a related discipline.
- Certification in Supply Chain is an asset.

Experience

- Minimum 7 years warehouse or distribution center experience.
- 3+ years of experience in supervisory role required.
- Hands-op experience using ERP system, SAP preferred.
- Aerospace Industry experience an asset.

Knowledge, Skills, Demonstrated Capabilities:

- Organizational skills to coordinate various activities within the department
- Ability to communicate effectively across all levels of the company
- Demonstrative knowledge of managing inventory, specifically dealing with large volumes of SKU's with greater product variation.
- Understanding of Import Export regulations, working knowledge of CCG, and ITAR regulation.
- Proven track record of Inventory Management, Basics of financial administration; setting and monitoring department budgets
- Understanding of AHCA business units and business requirements.



Other Information:

Work schedule is Monday to Friday, day shift, full time employment (40 hours per week). We offer a competitive salary, health benefits plan, company pension plan, stock options, service recognition awards and much more!