

Post date: January 4th, 2017

Job title: Inventory control supervisor

Job Description:

- Co-ordinate, assign and review the work of warehouse keeper engaged in shipping, receiving, storing, distributing
- Validate inventory counting and sorting to match color code instruction and company policy
- Carry out inventory control to ensure inventories are at optimal levels
- Investigate inventory discrepancies
- Prepare inventory documentation: this involves accurately recording type, quantity, quality, and other features of inventory for a clear understanding of the status of inventory
- Evaluate suppliers and report to General Manager
- Co-ordinate production work with engineers and technicians.
- Requisition supplies and materials for repairs, disassemble, assemble, soldering purposes and work arrangement
- Plan, organize and oversee work schedules and procedures, ensure production operation meets customers' TAT (Turn Around Time) levels
- Ensure smooth operation of Shop Floor Systems, equipment and machinery and arrange for maintenance and repair work
- Create purchase plan and ensure the availability of parts and devices when needed
- Review customers' orders live status from shop floor system and make proper adjustment if necessary.
- Attend daily production meeting and weekly supervisors meeting.

Requirements:

- More than one-year experience in inventory management or related field
- Familiar with electronics technical terminologies
- Experience with ERP and Shop Floor System.
- Strong problem solving skills with the ability to seek resources as needed
- Electronics technical working-environment experience would be an asset
- Multi-tasker and effective time manager
- Capability of working in fast-paced environment and tight deadlines

- Completion of University degree is required

Required experience:

- using ERP and Shop Floor System.: 1 year
- Electronics technical working-environment: 1 year
- Inventory Management: 1 year

Wage:

- Working Hours: 9:00am to 5:30pm, Monday to Friday
- \$24CAD/Hour
- Two weeks' vacation paid for the 1st year; three weeks for the 2nd year; from the 3rd year, four weeks.

Job Type: Full-time

Job Location:

- Markham, ON

We thank all applicants in advance for their time and interest. Due to the number of applications received, only well-qualified candidates will be contacted.