

JOB POSTING

OPERATIONS INVENTORY COORDINATOR

LOCATION: Exshaw, AB

COMMENTS ON IMMIGRATION: If you are applying for a position in another country, please note that the position and your application will have to be considered from an immigration perspective.

POSITION SUMMARY

The Operations Inventory Coordinator will design, implement and facilitate a cost effective inventory management system for the efficient execution of a World Class operation.

DUTIES AND RESPONSIBILITIES:

The successful applicant is expected to take a hands on approach and will be responsible for the following:

- Consistently demonstrate behavior and results that project a keen interest in a high level of safety, quality and environmental performance.
- Take charge of the inventory tracking, shipping and receiving of goods.
- Manage and administer consumables, operations supplies and parts.
- Organize and manage inventory in warehouse and bone yard.
- Establish and maintain inventory minimum, maximum and quantities utilizing JD Edwards and manage parts inventory in relation with work orders.
- Organise and manage shop tools inventory.
- Conduct semi-annual inventory in accordance with accounting inventory policy.
- Organize and stage materials, parts and tools for major outage projects.
- Assist the Maintenance department in planning, budgeting and other duties as required or assigned.
- Play a key role in the continued implementation and development of our maintenance improvement tools and strategy.

QUALIFICATIONS:

- A degree in a Supply Chain Management discipline or an equivalent combination of education and experience preferred.
- Strong mechanical aptitude - technical degree would be considered an asset.
- A proven track record that clearly indicates safety as a value and a priority.
- A commitment to teamwork and the ability to work with a diverse group of people.
- Excellent communication skills, both written and oral.
- Excellent organizational skills
- Effective troubleshooting and decision-making skills
- Computer literate (knowledge of Excel, Word required; JD Edwards is considered an asset).

Please forward resumes to jking@graymont.com