Job Description For: Supply Chain Manager
Posted on May 1, 2015

S3 Manufacturing Inc., a custom manufacturing business with nearly 50 years of experience, is focused on helping equipment manufacturers increase their sales by bringing insightful and competitive solutions to the agricultural equipment industry.

Position Overview:
Reporting directly to the General Manager, the Supply Chain Manager will provide leadership for all purchasing, warehouse, logistics and shipping activities with an effort to control costs while also improving efficiency and accuracy in the management of inventory. The successful candidate will be a values-driven, results focused leader capable of successfully managing a small team and working with employees at all levels of the organization.

Management
- Supervise staff; including training, setting expectations and holding team members accountable, including progressive discipline
- Selection, development and assessment of staff
- Execute the business plan objectives by working proactively with a management team.
- Develop key performance indicators to measure the effectiveness of the material management operations
- Develop and communicate material management policies, procedures, and internal controls
- Plan, organize, direct, manage and evaluate the material management activities

Transactions
- Ensure that all transactions are kept current, recorded accurately, and processed efficiently
- Ensure that all transactions are representative of the reality of the business and that any estimates are made with consistently applied, business-reasonable rationale.
- Oversee the purchasing, shipping, logistics, receiving and material handling of the organization

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- Conduct investigations to determine causes of material management related incidents and to improve safety procedures
- Negotiate long term contracts with suppliers
- Perform day to day administrative tasks such as maintaining files and processing paperwork
- Perform other tasks as assigned by the General Manager
- Ensure all tasks are performed with the highest regard for safety, as outlined in our Safety Manual

**Skills & Qualifications**
- Minimum of 2 years experience in a supervisory or management position
- Proficient with Microsoft Office applications, specifically Excel
- Possess excellent communication skills both written and oral
- Possess excellent problem solving and decision making skills
- Strong administrative and organizational skills
- Flexible, adaptable and ability to multitask
- Positive and cooperative team player
- Possess successful leadership experience, including skills in coaching and training
- Ability to effectively delegate tasks and manage priorities
- Capable of working with minimal supervision
- Manufacturing industry experience an asset
- Able to manage time effectively to ensure the timely and accurate completion of assigned projects
- Ability to maintain the confidentiality of sensitive information is essential

**Why work with us?**
- Competitive salary
- Comprehensive benefits package
- RRSP matching and bonus programs
- Educational & health allowances
- Advancement opportunities
- Challenging, respectful work environment

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