



ALMAG Aluminum
 SMARTER · BETTER · FASTER



RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

WAREHOUSE MANAGER

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

Directly responsible to the Plant Manager. Functionally responsible for managing the warehouse (finished goods inventory, packing, shipping and receiving)

Key Responsibilities

- Ensure all orders are shipped on time
- Ensure all loads are planned and staged to maximize shipping efficiencies by way of location
- Maximize utilization of truck loads
- Co-ordinate the shipments to and from our finishing and fabrication Suppliers
- Recommend optimal transportation modes & frequency
- Train shipping department personnel in logistics strategies
- Manage and direct the work of all warehouse, packing, shipping and receiving personnel.

- Organize all materials in a safe and productive manner.
- Maintain excellent levels of housekeeping in all areas of responsibility.
- Ensure appropriate levels of inventory to meet Customer stock agreements.
- Manage & adjust the stock levels, with input from Sales, to accommodate Customer spikes and demands
- Coordinate and physically control the comings / goings of finished goods inventory.
- Ensure all finished goods stock is properly and clearly identified.
- Responsible for data entry of all material in the warehouse and received at Almag.
- Oversee daily cycle counts of warehouse.
- Optimize the work flow of the warehouse.
- Update and report the value of all finished goods stock (would pounds be a better measure) on a monthly basis.
- Monitor slow moving stock and coordinate, with input from Sales, the disposal of the obsolete stock.
- Responsible for the coordination of full physical yearend inventory count.
- Identify areas for improvement and make recommendations for maximum efficiency and productivity.
- Planning for current and future capacity requirements.
- Evaluate and communicate performance appraisals to employees.
- Comply with all quality related policies, procedures and system requirements
- Perform other duties as required

DESIRED SKILLS AND EXPERIENCE

Experience

- 3 years progressive experience in a supervisory, management or leadership role in Warehouse Management.
- Experience working with KanBan systems is an asset.
- Working experience in the manufacturing industry preferred.
- Considerable knowledge of laws, ordinances, and regulations pertaining to warehouse management practices.
- High energy level, self-confidence, time management and a team player,
- Good organizational skills.
- Exceptional oral and written communication skills to communicate effectively with all levels within the organization and with external stakeholders.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills. Known for having a high degree of integrity.
- Able to build and maintain lasting relationships with corporate departments and key business partners.

Education

- Post-Secondary Degree or Business Diploma, Logistics and Supply Chain Management

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Life AD&D
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities