



WE'RE LOOKING FOR A WAREHOUSE MANAGER

Location: Fort Erie, ON

Reporting to the Director of Production Control & Materials Management, the Warehouse Manager will be responsible for the daily operation of AHCA's 22000 SQ FT off-site warehouse Niagara Distribution Centers (NDC) in accordance with AS9100, TCCA, EASA and AIRBUS requirements using SAP. The Warehouse Manager is responsible for planning and monitoring daily activities of the Warehouse employees to ensure timely and expeditious movement of inbound and outbound flow while adhering to transportation and export regulations. The Warehouse Manager is responsible for maintaining inventory integrity, ensuring compliance with regulatory and AIRBUS requirements.

MAIN RESPONSIBILITIES

Warehouse Operations

- Coordinate, assign and monitor daily activities of all warehouse employees.
- Ensure internal and external transfer orders are actioned in a timely fashion to support MRO, Manufacturing, A/C Completion, and Spare Distribution to customers.
- Monitor Shipping process and staff comply with Dangerous Goods and Export regulations.
- Set priorities and coordinate activities of receivers, order pickers, shippers, and supporting staff in order to balance material flow while resolving operational issues.
- Maintain inventory accuracy of more than 20,000 SKU's by conducting cycle counts ensuring the inventory is counted at least once a year.
- Ensure parts are picked and shipped in accordance with sales order, maintaining a strategic buffer within the flow to ensure OTR targets are met.
- Ensure all non-conforming parts found in receiving are quarantined and an NCM is raised as per the process.
- Perform Monthly Material Review Board meeting with all stakeholders to resolve any material discrepancies by formulating a usage decision.
- Monitor and track warehouse scraps related to product defect or product expiration on a monthly basis.
- Develop and maintain KPI's such as and prepare reports for monthly business review.

Management

- Ensure that employees have adequate training and instructions to perform job tasks effectively and safely in a warehouse environment.
- Provide ongoing feedback and conduct formal performance review on an annual basis.
- Develop skills matrix, develop roadmap for succession planning, identify training requirements.
- Address employee concerns and questions, including those related to process, equipment, quality, safety, etc.



- Establish and execute cross training and development plans, conduct annual employee evaluation.
- Facilitate weekly SQCDP meetings and ensure flow down of information.
- Conduct Time and Attendance reviews and schedule and approve employee vacations.

Continuous Improvement

- Promote Continuous Improvement mindset, engage employees in cultivating process improvement opportunities.
- Streamline warehouse processes benchmarking with warehouse operations within AHNA region, AIRBUS Helicopters group and Industry.
- Improve efficiencies in receiving, order picking and shipping processes keeping product quality and aviation safety in mind.
- Conduct inventory analysis to identify non-moving or slow-moving items, monitor inventory level and define strategy for improvements

EDUCATION & JOB REQUIREMENTS

Education:

- College Diploma or equivalent.
- University Degree preferred, ideally in Logistics & Supply Chain, or related discipline.
- CPIM or APICS designation an asset

Experience:

- Minimum 5-7 years warehouse management experience
- Experience working in AS9100 environment
- Previous leadership experience required



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.

If you are interested in applying to this position, please do so by using the following link:

[https://wd3.myworkday.com/ag/d/inst/9925\\$399650/rel-task/2998\\$16774.html](https://wd3.myworkday.com/ag/d/inst/9925$399650/rel-task/2998$16774.html)