

Inventory Coordinator

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are building a new Canadian company that will combine best practices in the production of infant formula from our parent company, a technology from around the globe, and the knowledge, skills, and expertise of Canadian talent. We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

Position Summary

Reporting to the Warehouse Supervisor, the Inventory Coordinator is responsible for assisting the Supervisor to develop, implement and maintain warehouse processes and procedures. The Coordinator ensures compliance with regulations, safety standards, and company SOPs in a fully automated warehouse environment and assists with material planning and control within a high volume 24x7 operation.

The Coordinator coordinates the activities of warehouse team members, providing support to ensure the accurate and seamless processing of incoming and outgoing shipments. The Coordinator will adhere to and maintain all food safety and quality standards, while upholding a positive working environment.

Job Requirements

Education: Diploma or Degree in Logistics, Transportation and/or Operations preferred

Experience: 3+ years progressive experience in warehouse environment (food service industry experience preferred)

- Knowledge of HACCP
- Effective interpersonal skills with the ability to supervise, motivate, and mentor workers
- Excellent planning and organization skills with a track record of achieving results
- Working knowledge of inventory control practices and procedures, including forms associated with inventory control, product lines and their dimensions
- Strong attention to detail and problem-solving skills
- Commitment to health and safety in the workplace
- Certification(s) in applicable material handling equipment is considered an asset

- Valid forklift certification an asset
- Comfortable with rotating shift work, including evenings and weekends
- Ability to work long hours on one's feet and perform physically demanding tasks
- Ability to frequently lift up to 22.6 kg (50 lbs) at a time
- Comfortable and competent working in a team environment, as well as independently
- Familiarity with food safety programs and GMP an asset

Key Duties and Responsibilities

1. Maintain and administer the ERP system for the Supply Chain & Logistics Department; work closely with Engineering and other departments to trouble-shoot and resolve system issues;
2. Assist in the development and implementation of documentation to meet internal standards;
3. Under the direction of the Supervisor, coordinate warehouse operations to monitor inventory, shipping, receiving, cost control, food safety, sanitation, quality, and safety performance to meet company goals;
4. Working closely with the Supervisor, implement material planning and control, resource balancing and the capacity and control of all parts according to the production plan;
5. Ensuring accurate inventory control by monitoring and using various best practice inventory techniques;
6. Performing related duties such as transmitting and tracking information via computer concerning inventory, shipping/receiving, time keeping, productivity and storage availability;
7. Assist with all shipping, receiving, and inventory organization operations;
8. Ensuring HACCP and Safe Quality Food (SQF) policies and procedures are understood and followed by associates in facility;
9. Reviewing invoices, work orders, consumption reports or demand forecasts to estimate peak delivery periods and to issue work assignments;
10. Inspecting physical conditions of warehouses or equipment and ordering testing, maintenance, repairs or replacements;
11. Developing and documenting standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials;
12. Other duties may be assigned.

Working Conditions

Canada Royal Milk will be a 24 hour a day, 7 days a week manufacturing operation and shift work is required. Schedules are yet to be determined, and will include days, evenings, weekends and possibly over-night work. For this position, work hours may be irregular for some time, requiring the incumbent to work outside of the administration hours of Monday to Friday, 8:30 am to 5:30 pm if required.

Working conditions are normal for a manufacturing environment and include:

- Indoor and some outdoor work, under a variety of weather conditions
- Approximately 50% of office work
- Approximately 50% of standing, walking, kneeling, bending and other physically demanding tasks
- Lift up to 22.6kg (50 lbs) when required
- Using safety equipment, such as (but not limited to): safety boots and reflective vest

Work site

1680 Venture Drive, Kingston, Ontario K7P 0E9

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us by visiting www.canadaroyalmilk.com

How to Apply

