

**Title**

Supply Chain Manager

**Reports To**

CEO & Controller

**Summary**

XL Flooring and EZ Lay flooring are importers/distributors of flooring products with 1,000+ dealers across Canada and the US. We strive to have a professionally managed company which provides solutions and exceptional service to our customers, in addition to innovative flooring products. We value relationships and place integrity and trust as the cornerstone to our success. We pride ourselves on offering a great work environment, professional corporate culture and a dedicated team.

We are seeking a Supply Chain Manager. The successful candidate under the direction of the CEO & Controller, is primarily responsible for overseeing the entire Logistics & Distribution division of the company. The Supply Chain Manager sets divisional strategies, goals and objectives and ensures that these are met. The incumbent is tasked with ensuring that efficient processes are maintained throughout the flow of goods and services, and that new strategies to improve overall efficiencies will be implemented.

**Core Competencies**

- Resource and Fiscal Management
- Service Orientation
- Strategic Thinking
- Detailed, Accurate and Reliable
- Leadership
- Coaching & Mentoring
- Excellent Communication
- Organizational and Environmental Awareness
- Planning and Organizing
- Problem Solving & Analytical Thinking
- Negotiation
- Risk & Time Management
- Teamwork

## Job Duties

- Oversee and direct the overall logistical processes and make improvements to existing plans to ensure efficiency with the flow of goods and services
- Ensure the smooth operation of all processes and activities of the logistical division
- Develop strategies, goals and objectives for the supply chain management division
- Develop and ensure maintenance of the logistics budget
- Conduct profit and loss management for the company's logistics function
- Cultivate and maintain positive business relationships with suppliers, warehouses, customers and providers of trucking, shipping and other transportation services
- Plan, staff, and supervise the supply chain management division to ensure a cohesive operational unit
- Ensure that all needs of the supply chain division are identified, assessed and met to support the ongoing performance of the division in an efficient and cost-effective manner
- Provide direction to management in order to ensure the effective day-to-day management of the division
- Coordinate and confer with professional staff to resolve operating problems and difficulties and authorize departmental operational procedures within the companies' corporate framework
- Conduct meetings with other senior level management to inform them of the activities of the Supply Chain Management division
- Assist in the establishment, and ensure compliance, of short- and long-term goals with overall corporate objectives
- Ensure that the health, safety and security of employees is the number one priority within the Supply Chain Management division
- Ensure that all regulatory and compliance measures are up to date and adhered to at all times
- Any other duties as required

## Requirements

- Post-secondary degree or diploma in Business or a related field
- 5+ years of work experience in a Supply Chain/ Warehouse management role
- 5+ years of work experience in operations or facility management
- Strong understanding of ERP software, as well as Microsoft Office products, including Excel, Word, and PowerPoint
- Experience working with third-party logistics providers
- Experience working with third-party warehouses
- Solid project management skills are essential
- Excellent interpersonal and communication skills
- Excellent analytical and problem solving skills
- Good financial and business awareness
- Strong written and verbal skills to communicate with all levels of the organization and its executive team
- Strong quantitative and critical thinking skills
- Strong customer service orientation
- Team player

**Work Conditions**

- Some travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals

**What we need:**

- Resume
- Salary expectations