



Supervisor - Inventory Management

Location: Medicine Hat, Alberta Onsite, relocation required.
Permanent Fulltime

We're seeking a dynamic and experience individual to fill the crucial role of Inventory Management Supervisor overseeing and optimizing the City's inventory operations. The successful candidate will be managing warehouse operations, collaborating with internal stakeholders, and ensuring the availability of essential supplies for various City departments, while leading a team to ensure the timely and cost-effective procurement of goods and materials.

APPLY AT:

MEDICINEHAT.PREVUEAPS.CA/JOBS

Key Responsibilities:

- Supervise and lead the inventory management team, providing guidance, training, and support.
- Develop and implement inventory control procedures to optimize accuracy and efficiency.
- Collaborate with various departments to forecast inventory needs and ensure adequate stock levels.
- Conduct regular audits to verify inventory accuracy and address any discrepancies.
- Collaborate with Procurement Services on purchasing strategies, contract administration, and vendor management.
- Utilize technology and software to track and analyze inventory levels, trends, and consumption patterns.
- Foster a culture of continuous improvement, identifying and implementing initiatives to enhance inventory management processes.
- Ensure compliance with relevant regulations and internal policies.

Why join us?

The City of Medicine Hat is a vibrant and forward-thinking community dedicated to providing exceptional services to its residents.

You will have the opportunity to:

- make a meaningful impact in your community.
- for professional growth and development.
- collaborative and inclusive work environment.
- participate in exciting projects and challenges in a dynamic industry.

Qualifications:

- Bachelor's degree in business administration, Procurement, Supply Chain Management, Commerce or a related field from a recognized post-secondary institution.
- Five (5) years of relevant supply chain/warehousing experience, including four (4) years of supervisory experience.
- Valid professional certification (or working towards) from Supply Chain Canada or another recognized supply chain association in Canada.
- Additional certifications such as Journeyman Parts Certification, Transportation of Dangerous Goods (TDG) Certificate, WHMIS training, and Forklift Operator Certification are considered assets.
- Valid Class 5 Driver's license with an acceptable driving record.

We thank all applicants; however only those shortlisted will be contacted.

