

For over 65 years, Argus has been a trusted leader in the manufacturing industry, creating world-class quality machined parts and products. We don't just meet industry standards – we set them. As an employee-owned company, we take immense pride in the work we do and the community we serve. Our team is built on a foundation of excellence, continuous improvement, and innovation.

If you're looking to be part of a company with a rich history and a bright future, we'd love to meet you!

Material and Supply Chain Supervisor

THE ROLE:

The Material and Supply Chain Supervisor is responsible for overseeing and optimizing the daily operations of the supply chain, ensuring efficient procurement, inventory management, and logistics support for production. This role ensures the seamless flow of materials and supplies while adhering to budgetary constraints and organizational goals. The supervisor also supports the implementation of procurement strategies, policies, and procedures to align with overall business objectives.

The Material & Supply Chain Supervisor is an active participant in the Argus Leadership Team, contributing to achieving company objectives and strategic short- and long-term goals.

WHAT YOU'LL DO:

Role accountabilities include, but are not limited to:

Performance Management and Reporting

- Track and report on key performance indicators (KPIs) for inventory management, procurement, transportation, and warehousing, focusing on:
 - Inventory accuracy and cycle count variances
 - Supplier on-time delivery
 - Freight and logistics cost optimization
 - Cost savings, and efficiency improvements
 - Non-conformance rates and status – Supply Chain, Supplier
- Analyze performance data to identify trends, bottlenecks, and areas for improvement.
- Report on KPI results to the Material and Supply Chain Manager and recommend corrective actions to improve performance.
 - Monthly: Inventory accuracy and cycle count variances, Supplier on-time delivery, freight and logistics cost optimization, Non-conformance rates and status
 - Quarterly: Cost savings and efficiency improvements.



Inventory and Material Management

- Oversee the receipt and distribution of incoming materials, ensuring stock levels of raw materials, consumables, and equipment support uninterrupted production.
- Analyze inventory demands, maintain reorder plans, and plan/issue purchase and production orders based on inventory and open order reports.
- Organize and maintain accurate records of inventory, in-process production, and material transactions in the ERP system.
- Report on price changes, inventory discrepancies (shortages/overages), and material issues, and conduct routine inventory audits, cycle counts, and annual physical counts to ensure accuracy and recommend process improvements.

Procurement and Supplier Relationship Management

- Assist in developing procurement strategies, policies, and procedures to acquire materials and services cost-effectively while maintaining quality standards.
- Foster strong supplier relationships to ensure alignment with cost, quality, and delivery targets.
- Track supplier performance (on-time delivery, quality) and collaborate with the Material & Supply Chain Manager and Quality Manager(s) to resolve issues (shortages, delays, quality).
- Support the development and negotiation of supplier pricing agreements.
- Review technical requirements and documentation for purchased products and services, ensuring complex material specifications, processes, and other requirements are met, including drawings, MTRs, and related documents.

Warehouse and Material Handling Oversight

- Supervise warehouse and material handling staff, ensuring best practices in storage, movement, and material flow to enhance efficiency, reduce waste, and optimize space utilization.
- Provide guidance to warehouse, procurement, and logistics teams on material handling, inventory management, and supply chain operations.
- Enforce safety policies, ensure availability of resources and PPE, and promote a safety-first culture.

Supply Chain and Logistics Coordination

- Coordinate transportation and logistics to minimize freight costs, optimize delivery schedules, and improve efficiency with third-party logistics providers (3PLs).
- Track and expedite purchase and production orders to ensure timely delivery and on-time completion.
- Keep teams informed of delays and ensure timely updates for internal and external customers.
- Ensure proper documentation and compliance with customs, shipping regulations, and internal procedures.



Staff Management and Development

- Train and develop staff through technical guidance, skill development opportunities, feedback, and performance management to enhance team effectiveness.
- Inspire ownership and foster a collaborative work environment by leading by example and developing strong relationships with peers and team members.
- Conduct annual performance evaluations for direct reports, providing constructive feedback and identifying development opportunities.
- Manage recruitment to ensure the department is adequately staffed to meet operational needs.
- Develop and implement weekly and monthly departmental objectives to align with overall supply chain goals.

Continuous Improvement and Safety

- Champion a Continuous Improvement culture by promoting principles, identifying improvement opportunities, and supporting Lean initiatives aligned with company goals.
- Lead weekly toolbox meetings with a focus on Delivery, Quality, Safety, and Continuous Improvement.
- Participate in training, toolbox meetings, and safety events, providing feedback and adhering to safety protocols.
- Collaborate with the safety committee on accident investigations, report incidents to WCB, and ensure corrective actions are implemented.

Compliance and Reporting

- Ensure compliance with company policies, industry regulations, health & safety guidelines, and legal requirements impacting purchasing practices.
- Communicate with Accounting to resolve discrepancies and support audit/compliance efforts.

WHAT YOU'LL BRING:

- 5+ years of experience in material and supply chain management or procurement, including at least 2-3 years in a supervisory or leadership role.
- Hands-on experience in inventory management, procurement, and logistics coordination in a fast-paced industrial environment.
- Post-secondary degree in supply chain management, logistics, operations, or a related field.
- SCMP / ASCM (formerly APICS) certification or equivalent (preferred).
- Strong understanding of raw materials, production processes, and quality control, with specific expertise in the oil and gas industry, including the sourcing, storing, and managing of materials used in production.
- Working knowledge of ERP/MRP systems. Proficient in Microsoft Office and capable of using metrics and tools to optimize inventory performance.
- Strong project management, problem-solving, critical thinking, attention to detail, and time management skills.



- Excellent verbal and written communication, as well as strong interpersonal skills, with the ability to work independently or under supervision.

WORKING CONDITIONS:

- Office environment with prolonged sitting and extensive computer use.
- Required to wear personal protective equipment (PPE) as needed.

At Argus, our core values are more than just words, they're a way of life. We have a strong company culture; as we continue to grow, we strive to ensure that our culture remains the same. Our values can be found on the [About Us](#) section of our website. Please make sure our core values resonate with you before you apply to work for Argus as they communicate a minimum standard of behavior that you will be held to.

Our core competencies and company benefits information are found on our [careers](#) page.

HOW TO APPLY:

If you are interested in being considered for this opportunity, please apply online on Argus's company website: <https://www.argusinnovates.com/about-us/careers>