

Job Description – Supply Chain Manager

Company: *Kito Canada Inc.*

Location: *Burnaby, BC Canada*

Status: *Full-time position*

Company Profile:

Kito's story begins near Tokyo, Japan in 1932 when Miyoshi Kito, an independent thinking, die hard engineer, opened his own manufacturing factory. From those early years until today, Kito Corporation has been continuously involved in the development, production and sales of world-leading hoists, cranes and accessories.

Kito Canada Inc. is an organization in the manufacturing Sector with many years of success and quality customer service. Kito strives to be a community of diverse people and diverse cultures, working in effective harmony with one another in an open and positive atmosphere. We all work hard and collaborate with passion as one team to deliver real value to our customers. Kito highly regards and rewards those individuals who are committed to our customers' value.

Basic Job Description

The purpose of the Supply Chain Manager role is to ensure that sales and production forecasts generated by the business are supported by material availability. The Supply Chain Manager will be responsible for maintaining system integrity with regards to purchase orders, stock movements, production and sales orders, and bills of materials.

Reports to: Director of Operations

Direct Reports: Purchasing Coordinator

Primary Duties

- Place purchase orders to fulfill determined demand and for regular replenishment,
- Generate and distribute daily, weekly and ad hoc reports to management and internal customers.
- Manage inventories at multiple warehouses ensuring the right material is in the right location at the right time
- Inform internal customers of any risk with potential shortage and out of stock situations.
- Respond to internal inquiries on product availability
- Initiate projects / reports that contribute to continuous improvement.
- Effectively control the flow of materials from various suppliers to both KCI manufacturing locations.

- Maintain accuracy of ERP system (Microsoft NAV Dynamics) as it relates to material cost and availability.
- Forecast the demand and initiate the purchases of products after analyzing all requirements. Responsible for forecast accuracy and communicating sales forecasts with suppliers
- Be a KITO Canada product structure expert.
 - Maintain all BOMs in Microsoft NAV Dynamics
- Monitor Key Performance Indicators and take action as required to ensure targets are being exceeded
 - Provide regular management KPI reports
- Develop, implement and manage cross-functional, fully integrated materials planning process that incorporates make versus buy, capacity planning, scheduling, inventory, material and associated cost elements.
- Identify, develop and manage effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality and delivery targets.
- Establish, implement, and manage systems to evaluate, monitor and report supplier scorecard performance.
- Adhere to established company policies, procedures, terms and conditions and legal matters that affect purchasing policies.
- Coordinate and work with engineering, production managers, and customer service representatives to ensure 100% on-time delivery by establishing and monitoring schedule to proactively identify and address any issues.
- Responsible for accuracy of inventory counts by implementing and managing, in conjunction with Finance, an inventory control system, capable of identifying discrepancies in inventory counts and taking corrective action to guard against inconsistencies in the future.
- Achieves financial objectives by working with management group to prepare the materials budget, schedule expenditures, analyze variances and initiate corrective actions.
- Keep ahead of developments in materials management by reading relevant journals, going to conferences and attending courses

Qualifications:

- **Education and Experience**
 - 5 to 10 years in an materials planning or supply chain analyst role
 - Computer proficiency including Microsoft Office Products and strong MRP / ERP experience (Microsoft Dynamics NAV preferred)
 - Good verbal and written communication skills
- **Knowledge Skills and Abilities**
 - Strong communications skills.
 - Preference given to candidates with mechanical and/or electrical aptitude
 - Preference given to candidates with prior experience implementing or managing an Engineering Change process

Working Conditions

- Work is done indoors
- Hours of work are Monday to Friday 8:00 am to 5:00 pm.
 - Hours may fluctuate on business volume.

- Weekends, mornings, and evenings as required.
- Steel toe boots must be worn at all times when in the warehouse.

Travel

- 5% time may be spent travelling within Canada
- 2-3% of time may be spent travelling internationally
 - To US
 - To Japan

