



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our fellow citizens and the prosperity of the communities in which we live.

**Position: Supply Chain Coordinator**

The successful candidate would be part of the Markham Operations group.

**Duties:**

- To ensure that all applicable functionality of the Supply chain modules of the ERP application are used effectively and kept up to date.
- To ensure that all respective users are trained in the appropriate use of the Supply Chain modules
- To develop and maintain ERP user manuals.
- To establish the annual and monthly inventory count schedules in accordance with the pre-determined frequency requirements, responsibility to ensure that all internal and external sites are included.
- Support the Material Manager to utilize data analysis, business intelligence, and reporting tools to forecast supply and material needs across the organization.
- Monitor developments within in-country and external markets to source materials and meet current/future supply chain needs.
- Help in the creation of materials requirements plans and forecasts, using established tools and methods.
- Establish and monitor key performance indicators and metrics for supply chain planning and forecasting; enact changes based on findings.
- Support all supplier relationships, and periodically conduct supplier capability assessments.
- Regularly report on supply chain performance to Materials Manager
- Help support in that all reporting structures are well-established and follow a blend with logistics activities, as well as supply chain initiatives.
- To maintain the Inventory Count Summary database and generate inventory count reports that are used to communicate count statuses to Operations.
- To complete necessary financial system adjustment and write-offs upon receipt of required approval and in accordance with required timelines.
- Conduct periodic spot-checks of inventory levels.

**Qualifications:**

- Post-Secondary Education degree in business, with a focus on supply chain management, inventory control, manufacturing, or materials management.
- Certified Inventory Planning and Management (CPIM) designation or equivalent from the American Production and Inventory Control Society (APICS) or equivalent,
- 5-10 years of direct work experience in a supply chain position.
- Proficient with supply chain management (SCM) software, enterprise resource planning (ERP) software, and/or material requirements planning (MRP) software.
- Understanding of integrated supply chain and logistics concepts and theories.
- Hands-on experience with logistics, inventory management and procurement.
- Experience or accreditation with Six Sigma is an asset.
- Experience with radio frequency ID systems (RFID) and bar code systems is an asset.
- Strong quantitative and analytical skills; ability to process large amounts of data from various sources to reconciliation experience is required.
- Strong written and verbal skills to communicate with all levels of the organization.
- Strong proficiency with Microsoft and Excel.
- Excellent planning and resource allocation skills.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team.

Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individuals selected for an interview will be contacted.