



For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

YOU HAVE OPTIONS, WHY CHOOSE CGL:

- Competitive wages with incentive plan
- A challenging high mix, low volume non-automotive production environment
- Steady, full-time non-seasonal work in a growing company
- Inclusive and open to everyone
- Comprehensive benefits package – dental care, vision care, extended health care
- Fully funded RSP (no matching required), funded LTD program
- Annual scholarships for team member or their children enrolled in college, university or trade school

*****SIGNING BONUS FOR DIRECT HIRES: \$200 UPON HIRE AND \$300 BONUS UPON SUCCESSFUL COMPLETION OF PROBATION PERIOD*****

JOB DESCRIPTION: Inventory Coordinator

REPORTING TO: Purchasing Supervisor

POSITION SUMMARY: The Cycle Counter position is responsible for assisting planners, and material handling with material flow systems, with focus on continuous improvement within the supply. This position is required to ensure Safety Policies, Procedures and Legislation are followed. The Cycle Counter is responsible for maintaining a high level of inventory accuracy within the facility. The cycle counter will monitor inventory levels and product movement. This position will ensure control/isolate non-conforming product as defined by local work instructions in conformance with Quality standards. In addition, the position will assist in identifying inventory improvement opportunities and assist the Material Planners / Supervisor to implement solutions.

PRIMARY RESPONSIBILITIES:

- Execute physical inventory counts based on determined schedule in manufacturing setting. Must be able to evaluate WIP, raw and finished good counts
- Investigate root cause of any variances and reporting results to the Purchasing Supervisor, make necessary corrections
- Communication with all levels of the business including blender operators, scale operators, shipper/receiver, and various members of management
- Liaise with Supervisors to assist with warehouse or employee issues related to inventory control.
- Support the daily (annual if required) cycle count program for the site ensuring consistent accurate inventory information.
- Assist in the maintenance of product and location integrity, ensuring accuracy.
- Maintain product identification and location flow
- Create and send inventory reports on inventory as required
- Coordinate and integrate efforts across operational departments to enhance inventory accuracy

- Perform various inventory control assignments as required
- Cross training with internal departments as assigned
- Performing special projects as required by the Purchasing Supervisor
- Other tasks as assigned.

DESIRED EXPERIENCE / QUALIFICATIONS:

- Must possess Inventory Management experience within a manufacturing environment Manufacturing preferred
- CSCP, CPIM certification through APICS an asset
- Proficiency with computerized ERP systems with advanced knowledge of Excel required
- Excellent analytical and problem-solving skills
- Self-starter
- Ability to work independently
- Work with minimal supervision and limited direction
- High attention to detail

Work Environment & Physical Demands:

- Will be required to use a Forklift occasionally to troubleshoot inventory (must possess a valid Forklift License) or be willing to be trained to utilize
- Fast paced manufacturing environment
- Lifting required as well as kneeling, pushing, and pulling