



Job Description

Job Title: AGC Warehouse Leader
Reports To: Director of Engineering
Location: 85 Morrow Road

Summary Statement

Under the supervision of the AGC Director of Engineering, this position is responsible for supervising the materials and warehousing staff to ensure Albarrie GeoComposites Limited's products are delivered to the customer on time and without defect. These duties include but are not limited to managing the AGC warehousing processes and procedures, to include; maintaining inventory, developing purchase order request for supplies and raw materials, and logistics management. The remaining points are inserted under the duties and responsibilities section.

Key Relationships:

Internally: Director of Engineering, Project Manager-Engineer, Divisional Sales Manager, ATF Plant Manager, ATF Warehouse Leader, Office Administrator, Accountant, Material Coordinator.

Externally: Transportation Companies, Suppliers and Couriers.

Qualifications:

Education Essential:

- College Diploma or equivalent experience.

Knowledge Essential:

- 5+ years of experience supervising and leading a warehouse department.
- Forklift experience.
- Proficient experience using Microsoft Office (Outlook, Excel, Word and PowerPoint).

Skills and Abilities Essential:

- Ability to work independently as well as cohesively with employees and managers as part of a team.
- Ability to supervise warehouse/materials staff and manage process.
- Problem solving abilities resolve conflicts and problems.
- Excellent interpersonal skills in order to maintain an excellent rapport with supplies etc.
- Ability to prioritize and organize.
- Ability to work efficiently and effectively under pressure with simultaneous deadlines.
- Must be a resourceful self-starter with exceptional labour planning skills.

- Ability to work in a time efficient manner.
- Ability to pack and unpack boxes, cover rolls, load and unload trucks.
- Health and Safety aware to minimize risk of injury from equipment.
- Strong mathematics skills, measuring, dimensions and weights.
- Strong communication skills, both written and verbal.
- Maintain a clean and orderly warehouse.

Special Qualifications:

- Must have a valid G driver's license.
 - Must have fork lift training.
 - Warehouse management.
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Major Duties and Responsibilities:

1. Manage and supervise the AGC shipping and warehouse staff, in coordinating the efforts between 85 Morrow Road and 23 Truman Road warehouse facilities, with respect to AGC product.
2. Manage the inventory management system for all AGC fabricated and purchased products. Manage and maintain inventory levels for all shipping supplies (burlap, cartons, pallets etc.) and products.
3. Direct materials team to perform cycle counts on AGC products regularly, to maintain accurate inventory levels.
4. Lead the effort(s) of maintaining internal, manual or computerized record-keeping systems for warehousing. To include; inventory, purchasing, shipping documentation and customs.
5. Collaborate with the ATF Warehouse Leader on scheduling of shunt trucks between facilities as well as customer shipments. Create and manage the shipping schedule to ensure efficient and timely shipments.
6. Partner with the ATF Plant Manager for space and AGC fabricating activities, and direct materials staff on schedule and time allotments.
7. Review and monitor incoming goods that have damage or shortages and work the with Materials Manager and ATF Plant Manager to coordinate corrective action.
8. Managing and directing materials team based on a project and shipping schedule to ensure that all AGC projects are delivered on time and to the correct destination.
9. Collaborates with Director of Engineering and R&D team on production runs at the 23 Truman Rd facility based on project schedule, including; coordinating of raw materials, importing of elements to meet production demands and overall communication with Material Managers of Albarrie Canada.
10. Assist in the fabrication of multiple products, including but not limited to QMax, pad mount, spill trays, oil blocker, absorbent pillows in addition to new products and product development for the company, as required.
11. Maintains complete knowledge of and complies with company and departmental policies, procedures and standards.
12. Maintains client and company confidence by keeping information confidential and secure.
13. Maintains a positive working relationship with team members and management in a team environment.

14. Sets-up and organizes individual work area with designated supplies, forms and resource materials while maintaining cleanliness at all times.
 15. Ensures a safe environment at all times.
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Mental Effort Required to Perform the Job:

- Frequent mental attentiveness and listening is required with suppliers and sales representatives.
- Frequent reading of numbers and text required when scheduling and acquiring freight rates.

Physical Effort Required to Perform the Job:

- Frequently walking and standing for long periods of time.
 - Frequently lifting, bending, pushing and pulling.
 - Frequently requires manual dexterity, speed and hand/eye co-ordination to operate shipping/receiving and warehouse equipment i.e. forklift, hand truck, dolly, etc.
 - Must be able to move and pick up 50 lbs by self.
 - Must be able to move and pick up 51 to 79 lbs with assistance.
 - Over 80 lbs must request and obtain assistance.
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Responsibility for Supervision:

- Responsible for supervising the shipping and warehousing for the AGC division.
- Supervise the materials coordinator(s) for day to day activity and scheduling.

Responsibility for Resources:

- Responsible for work area.
- Responsible for the timely and correct customer shipments.
- Responsible for inventory management of the AGC division.

Responsibility for Decision Making

- Responsible to be self motivated and constantly prioritize/reprioritize responsibilities and delegate to staff, as required.
- Decides the fabrication elements for various multiple product(s), following ISO protocols, best practices and POS as well as strict protocols due to sensitivity of product(s).
- Decides how much product is to be transported to various job sites.

Working Conditions while Performing the Job:

- Continuous exposure to extreme heat during the summer months
- Continuous exposure to cold drafts from the shipping doors during the winter months.
- Continuous exposure to dusty and dirty conditions.
- Continuously working in the warehouse.

- Continuous exposure to a high level of noise and fumes from equipment and trucks.
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A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

I understand and acknowledge my duties and responsibilities as described in the following job description.

I understand that my job is not limited to the outlined duties and responsibilities.

Name (Please Print)

Date

Signature