

Careers in the Supply Chain

INVENTORY CONTROL MANAGER

National Occupational Classification Code – 0114

Alternative Titles:

- business manager, non-profit organization
- chief, administrative services
- inventory control manager
- manager, administrative services
- manager, security
- manager, support services
- records administrator
- regional administrative manager



Industry Description

Division Demand Managers plan, organize, direct control and evaluate departments responsible for corporate governance and regulatory compliance, records management, security services, admissions and other administrative services not elsewhere classified. Also included in this unit group are managers responsible for departments involved in two or more of the following activities: finance, human resources, purchasing computer systems or administrative services.

General Job Description

Division Demand Managers ensure alignment of forecasts and inventory planning for the division. Position is responsible for inventory level management for all warehouse locations throughout the division and communicating concerns/issues.

Job Functions

Division Demand Managers perform some or all of the following duties:

- Manage the weekly forecasting process with the sales centres within the division using the unified forecasting process. (Key Account Event Planning).
- Facilitate weekly collaboration conference calls between sales, inventory and production personnel: discussing roll-out of new products and promotional packaging, holiday inventory planning, etc.
- Review daily inventory levels and warehouse capacity, initiate and coordinate necessary product movements to prevent out-of-stock, out-of-date issues, and overstock situations.
- Assist with the development and enhancement of inventory forecasting and inventory management tools such as days supply database, low inventory level report, forecast accuracy reporting, etc.
- Assist in the development and implementation of business solutions and process improvements.
- Liaise between customer and warehouse on a day-to-day basis as required.
- Investigate and reconcile inventory discrepancies via perform cycle counts.
- Provide excellent customer service via phone or email regarding all issues of inventory.
- Release/hold QC stock as directed by customer on WMS and HOST as prescribed by customer.

- Work under limited general supervision on special projects within the department.
- Communicate with all levels of management.
- Manage multiple assignments concurrently while meeting all designated deadlines.

Physical Demands Analysis

- Physical counts are performed in a large warehouse, requiring, walking, lifting, counting, sorting, reconciliation, adjustment and reporting to Senior Manager and/or customer.
- The Manager must be accessible to the warehouse staff for problem-solving issues at all times.
- It is essential that the incumbent spend time in both physical and perpetual roles to maintain familiarity with the product and accessibility to staff. Physical counts are performed in a large warehouse, requiring, walking, lifting, counting, sorting, reconciliation, adjustment and reporting to Senior Manager and/or customer.
- The Manager must be accessible to the warehouse staff for problem-solving issues at all times.
- It is essential that the incumbent spend time in both physical and perpetual roles to maintain familiarity with the product and accessibility to staff.

Position Expectations

Essential Skills	
Reading Text	3
Document Use	2
Computation	2
Writing	3
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Candidate must have a Bachelor's degree with a proven knowledge of accounting principles
- Requires three to five years' work experience
- Prior experience in manufacturing, key accounts or finance is a plus
- Strong analytical skills required
- Strong PC skills or possess aptitude for systems and PC skills
- Previous exposure to and a working knowledge of online database reporting applications would be beneficial
- CCE Management Essentials Training preferred or completion in first 60 days of employment required (P Adm) designation may be required for some occupations in this group.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
3	Vice President	7 years	10 years+
2	Director	5 years +	6 years
1	Manager	4 years +	5 years+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml