The Goal of Metalumen Manufacturing is to become the leading manufacturer of architectural lighting products in North America. We deal honestly and fairly with our customers and fellow employees. We will endeavor to provide the highest levels of quality throughout design and manufacturing. Outstanding customer service and reliability are essential in all actions of the employees of this organization. We will create and maintain a learning and educational environment by focusing on service. We will be innovative in our process.

**Position Title:** Supply Chain Manager

**Department:** Scheduling/Purchasing/Inventory/Logistics

**Supervisor:** Operations Group Manager

**Job type:** Full time permanent position

**Position Summary:**

Reporting directly to the Operations Group Manager, the Supply Chain Manager is responsible for the planning, organization, direction, and evaluation of the Production Scheduling, Purchasing, Inventory Management, Logistics functions. The incumbent will work closely with the employees of each function to ensure that the areas are effective and efficient and working in line with the overall company Strategic Plan. Additionally, the incumbent will prepare items and reports for the Senior Management Team review.

**Primary Responsibilities:**

* Lead and manage production planning, purchasing, inventory control, forecasting, Sales and Operations Planning (S&OP), warehousing and logistics functions within the organization
* Coordinate and direct the hiring, training, supervision, mentoring, and performance evaluations of all supply chain staff
* Establish key performance indicators (KPI), monitor ongoing performance, and improve performance against set goals based on the results of the KPIs
* Develop and implement new systems, processes, best practices, inventory control, demand planning, and other Continuous Improvement activities
* Systematically manage and leverage supplier partnerships
* Manage procurement related functions (including developing and implementing contract management and procurement agreements, sourcing strategies and overseas sourcing)
* Address tactical and strategic supply chain issues
* Collaborate with other departments, senior management, and decision makers to share information, problem solve, and to clarify management objectives
* Other duties as assigned

**Required Qualifications and Experience:**

* 5-7 years managing multiple Supply Chain departments
* Completion of a related university degree and/or an equivalent combination of training and supply chain experience
* Lean, Six Sigma or Kaizen Training considered an asset
* Experience leading several departments at one time and understand the relationship between Supply Chain and Manufacturing
* Demonstrated understanding of all aspects of Supply Chain, specifically: cost, quality, service and scheduling

**Required Skills:**

* Strong leadership, mentoring and coaching skills
* Excellent verbal and written communication skills
* Self-motivated and managed
* Ability to work independently as well as within a team environment
* Strong follow-up, organization, and prioritization skills
* Collaborative
* Disciplined
* Deadline driven
* Patient yet assertive
* Ability to manage up and down in the organization

We sincerely thank all applicants for the interest in this position, however due to the volume of the resumes, we will contact only candidates that closely match the requirements of the position.

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources of any accommodation you may require.