



# JOB POSTING



## **WAREHOUSE SUPERVISOR**

**SG18-27**

Canadian Royalties Inc. (CRI) owns large claims of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is looking for qualified and highly motivated talents to join its team.

<b>STATUS OF POSITION: PERMANENT</b>	<b>NUMBER OF PERSONS TO BE RECRUITED: 1</b>
<b>DEPARTMENT: GENERAL SERVICES</b>	<b>WORK LOCATION: EXPO SITE (NUNAVIK)</b>
<b>WORK SCHEDULE:</b> Normal work schedule, i.e., 6-week rotation, remunerated, shared as follows: 3 weeks worked (77 hours of work/week, 7 days a week) followed by 3 weeks of leave.	
<b>POSTING PERIOD: FROM JUNE 2<sup>ND</sup> TO 16<sup>TH</sup> 2018</b>	

### **SUMMARY OF RESPONSIBILITIES:**

Reporting to the General Services Superintendent, the Warehouse Supervisor is responsible for the receipt, storage, delivery and shipment of equipment required for the operation of the Expo site.

Its main responsibilities are:

- Develops and puts in place the new processes and ensures the implementation of the new management computer system ;
- Manages the material, consumables and product in an effective way, according to the needs of internal customers and ensure that the equipment is available at the right place and at the right time ;
- Maintaining an effective management of the operations in the store by training employees ;
- Provides the replenishment of the store with the support of the purchase department ;
- Coordinated the transportation of the material to the airport, to the port and to the warehouse versa ;
- Responsible for the maintenance of the interior and exterior of the warehouses ;
- Ensures that the standards of the catalog are respected and that the information is up-to-date ;
- Insures the process in place to ensure the accuracy of the inventory levels ;
- Ensures a safe working environment while maintaining harmonious work relations with employees and their customers.

### **REQUIRED QUALIFICATIONS**

- DEP or DEC in administration or management, combined with a professional experience of 8 years in a management position of warehouse or inventory ;
- Training in logistics, supply and management of inventory is an asset. Master of the analysis tools. The basic knowledge of math and analysis are an asset ;
- Training in management of stocks, hazardous materials management, customs traffic is also an asset;
- Technical and practical knowledge of warehouse equipment such as forklift;
- Knowledge of techniques in inventory management and warehousing ;
- Knowledge of Microsoft Office ;
- Knowledge of the IT Guide program;
- Technical and practical knowledge on the use of the barcode system;
- Bilingual English/French is essential.

### **SKILLS AND APITITUDES**

- Respect for compliance with regulations, health and safety rules, and the environment ;
- Willing to work in an multicultural team and environment ;
- Skills in developing and maintaining good interpersonal relations and customer approach ;
- Attitudes sought in general: dynamic, autonomous, positive, flexible, versatile and strong sense of the organizational work;
- Able to work well under pressure;
- Experience working in the North or a remote area is an asset.

Interested persons who wish to apply for this job must send their resume complete with a letter of motivation and all pertinent skills and job attestations by email to [emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com) by **June 16<sup>th</sup>, 2018 at 4:00pm.**

*Only the persons selected for an interview will be contacted.*