



<b>Position: Inventory Control Manager</b>	<b>Department: Operations</b>	
<b>Reports to: Senior General Manager</b>	<b>Location: 302 Dwight Avenue</b>	<b>Posting Number: Ops 05 - 17</b>

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operator. Our goal is to be the supplier of choice for all of our customer's needs.

The people who comprise our close knit team work together in a community focused company that is driven by a set of core values that serve as guardrails throughout our entire business. It is these values that drive the culture of the organization which encompass Integrity, Respect and Teamwork. If you are self-motivated, and enjoy watching your team develop through coaching and being a part of change management, this is the place for you.

You will be working at the Dwight facility located at 302 Dwight Avenue, Toronto, Ontario. Your schedule will be: Tuesday – Friday 7 AM – 3 PM; Saturday 12 PM – 8 PM *or until finished*.

<b>Responsibilities</b>
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- Maintaining accurate inventory through a vigorous weekly cycle count programs as well as accurately following the yearend standard operating procedures;
- Accurate reporting of inventory records, monitoring inventory trend and suggesting changes in operational procedures in order to increase efficiency;
- Report and investigate problems areas with regards to reoccurring adjustments, damages, mispicks and process issues (pyramid picking);
- Assist the operation in the areas of timely rotation of inventory, disposition of aged inventory;
- Create and maintain up to date inventory control procedures;
- Ensure adjustments, both losses and gains are signed off before the adjustment is completed;
- Grow, develop, and mentor team members: Coach regularly, provide training, promote accountability, effective communications with all levels of the Company, conflict resolution, etc.;
- Set productivity standards for the Team Members in Inventory Control;
- Ensure procedures are being followed within the inventory department;
- Conduct performance reviews, development plans for all team members;
- Work in conjunction with operations in solving inventory and operational issues;
- Ensure all Team Members are working in a clean and safe environment.

<b>Minimum Requirements</b>
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- Post-secondary education (university degree or equivalent) in inventory, distribution, receiving, logistics preferred;
- Minimum 3-5 years Inventory Control experience required;
- Two (2) years' experience with warehouse management systems;
- Must also have strong leadership skills, excellent communication skills, strong analytical skills, and be detail oriented;
- Must be an assertive and confident self-starter with ability to work independently, work well under pressure and take ownership for the inventory control activities;
- You enjoy working in a fast-paced dynamic work environment;
- Must be proficient in MS Office, MS Outlook, Word and Excel.

**INTERNAL APPLICANTS:** Please submit your completed resume to your supervisor or directly to People Resources.

**EXTERNAL APPLICANTS:** Please send resumes to: [jobs@goproduce.com](mailto:jobs@goproduce.com) and quote the posting number in the subject line.

*We thank all those who apply for their interest but only those selected for an interview will be contacted.*

*Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please advise your contact and they will make required arrangements.*