

## **Inventory Supervisor**

RKO Steel Ltd is looking to fill the position of Inventory Supervisor. The person hired will be responsible for managing the inventory of all non-steel products, keeping track of site equipment, getting product ready for shipping and more.

### **Key Responsibilities**

- Receiving non-steel product from suppliers and ensuring accuracy.
- Distributing received inventory to where it is required
- Putting away stock in an organized way.
- Maintaining inventory levels and notifying purchasing when things need to be ordered.
- Picking orders and having requested product ready for when it is needed.
- Documenting receipts, orders and stock locations.
- Maintaining and tracking tool inventory.
- Coordinating inventory needs with departments

### **General Responsibilities**

- Working closely with other departments to ensure smooth work flow.
- Data entry and documentation.
- Maintaining a clean and organized work area.
- Basic tool maintenance and simple repairs
- Using a metal cutting saw.

### **Qualifications / Skills Required**

- Able to work with inventory software.
- Able to use Microsoft Excel and Outlook
- Physical fit and able to lift heavy items
- Forklift experience would be an asset.
- Previous warehouse and inventory experiences would be beneficial.

### **Other Assets**

- Able to multi task in a fast-paced environment.
- Having organizational, planning and scheduling skills
- Attention to detail.
- Able to work alone but able to coordinate with others.
- Knowledge of the steel or construction industry would be an asset.
- Knowledge of small tools.

Please send cover letter and resume to [hr@rkosteel.com](mailto:hr@rkosteel.com) with Inventory Supervisor in the subject line