



Career Opportunity

Job Title:	Manager, Materials Management
Career Opportunity #:	212503
Status:	Permanent Full Time
Location:	Saskatoon
Date Closed:	February 7, 2012

Job Summary

The Manager, Materials Management manages Stores and Salvage Operations to provide appropriate administrative and quality controls for effective and efficient receipt, storage, delivery, disposal and tracking of the Stores and Salvage Operations activities while ensuring that contractors and staff are familiar with and work in accordance with Corporate standards, policies, practices and legislative/regulatory requirements.

Core Responsibilities

People Management - 60%

- Manage and provide leadership for the daily activities of Stores, Salvage Operations and contract resources to provide effective and efficient receipt, storage, delivery, disposal and tracking activities.

This includes:

- Providing workgroup planning and communication sessions which link strategic plans and employee roles and contributions while meeting the needs of the groups served.
- Enforce accountability to translate goals and objectives into results while maintaining compliance with corporate standards, policy, procedures, legislative and regulatory requirements.
- Maintain a trained and qualified workforce holding staff accountable for compliance training.
- Develop individual and workgroup performance and developmental plans and hold employees accountable for their goals and work performance.
- Address employee performance discrepancies and/or conflict situations.
- Monitor level of service and key milestones to ensure results are obtained and to ensure compliance with Safety, Health and Environment standards, policies and regulations.
- Provide guidance, knowledge transfer, coaching feedback and individual and team recognition.
- Provide leadership in the area of employee safety, health and environment and ensure that these principles are valued among staff.
- Maintain a positive and productive culture that includes safety, accountability, respect, motivation and effective communication.
- Plan for work placements resulting from our partnership with DTI / SIIT.

Materials Management - 20%

- Manage the timely, efficient and effective receipt, storage, delivery, disposal and tracking of materials for both Stores and Salvage Operations. This includes:

- Coordinate incoming requests and identify daily production requirements.
- Design, develop and implement programs for Stores and Salvage Operations that leverage our services to the groups supported.
- Monitor customer feedback and refine processes to meet changing customer requirements.
- Monitor Salvage repairs and repair costs, advising Purchasing and Accounting departments as to the costs and quantities of restocked items.
- Assess and determine appropriate disposal options for the environmental and economic disposal of non-salvageable goods.
- Ensure that inventory parameters are aggressively geared towards inventory reduction while protecting service levels.
- Define operational standards for the distribution centres.

Administration - 20%

- Manage the receipt, storage, delivery, disposal and administrative tracking of materials by:

- Monitor the administrative and quality control functions to ensure they are complete, effective and efficient.
- Monitor the inventory information system ensuring timely and accurate information is



maintained.

- Coordinate the inventory reconciliation process with end users and suppliers for Stores and external warehouses.
- Review practices and processes implementing changes to improve overall efficiency in accordance with established best practices.
- Administer the budget and business plan for the department.

Qualifications

Education:

- Degree in Business Administration or Commerce.

Experience:

- Five (5) years of experience in warehousing or industry related experience.

Skills and Abilities

In the context of the job responsibilities, this job requires:

- Knowledge of inventory management & leading practices.
- Communication skills.
- Strong interpersonal skills.
- Organizational skills.
- Strong administrative skills.
- Strong customer focus.
- Strong numerical & analytical skills including business and financial analysis.
- Excellent computer skills.
- Supervisory skills.
- Decision making skills.
- Strategic planning skills.
- Ability to use sound judgment in responding to customers.
- Ability to provide guidance and on-the-job training.
- Commitment to continuous improvement/learning.

How To Apply

SaskEnergy delivers natural gas throughout Saskatchewan. We offer an array of challenging career opportunities, an attractive total rewards package and a warm and welcoming atmosphere. SaskEnergy values and supports a diverse workforce and appreciates all applications. Please forward your application no later than Tuesday, February 7, 2012.

email: recruitment@saskenergy.com

or

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8th Floor, 1777 Victoria Avenue
Regina, SK S4P 4K5
or
Fax: (306) 777-9505

SaskEnergy would like to thank all applicants for their interest however, only applicants under consideration will be contacted.