



## Job Opening: Inventory Supervisor

Location: 2500 1<sup>st</sup> Avenue, Port Alberni.

Salary Range for hiring: starting at \$70,000

**AMIX Group** is a diversified industrial and infrastructure service company specializing in marine transportation, metal recycling, and ready-mix concrete across Western Canada.

Founded in 1971, AMIX Group has evolved from a metal recycling business into a multi-faceted organization offering *end-to-end solutions* for industrial and marine-based projects. The core services include Marine Services & Projects, Metal Recycling and ready-Mix Concrete. AMIX prides itself on its *professionalism, safety standards, and entrepreneurial spirit*, delivering comprehensive services that often integrate multiple business lines to maximize value for clients.

### Summary:

The AMIX Group is looking for an engaged and experience Inventory Supervisor to work in a diverse and fast paced environment. Knowledge and work experience in construction, marine services or manufacturing would be excellent.

The Inventory Supervisor is responsible for end-to-end ownership of inventory and “stores” at our Port Alberni location, as well as oversight of inventory activities across satellite locations. This role is accountable for inventory accuracy, material availability, inventory controls, and operational ensuring that inventory assets are effectively managed and aligned with business requirements.

### What the role will be doing:

The Inventory Supervisor will be responsible for, but is not limited to:

- **Inventory Ownership & Accountability** including accuracy and integrity of inventory (physical vs ERP)
- Ensure all inventory locations are organized, labelled, and usable and maintain accountability for all stores (Port Alberni and satellite locations)
- **Stores & Warehouse System Development** including the design and implementation of: storage layouts, location structures and labelling standards
- **Process Discipline & Control** through Inventory sign-out procedure, receiving and put-away processes and charge-out and documentation standards
- Identify breakdowns in process and take corrective action quickly



- **Inventory Planning & Optimization** by validating and maintaining min/max levels, identify and manage critical spares and reduce stockouts, excess inventory and emergency purchasing
- **Project & Maintenance Inventory Coordination** through work order and project custody of materials management. Ensure materials are properly received, staged, and organized
- **Provide strong team leadership** with direct reports and with the larger Procurement team. Provide coaching, accountability, and performance management and coordinate workload across inventory, receiving, and shipping activities
- Act as primary contact for inventory-related matters between: Procurement, Maintenance, Projects and Site Operations
- Translate upcoming maintenance and project needs into inventory readiness plans
- Commits to team effort and is willing to assist with projects outside of job responsibilities in order to achieve a common goal.
- Other duties as assigned.

**The Inventory Supervisor requires a candidate with:**

- 5+ years of experience in:
  - Inventory management, warehouse operations, or parts management
- 1–3+ years of supervisory or team leadership experience
- Experience working with ERP systems (inventory control modules preferred)
- Strong organizational and problem-solving skills
- Ability to work cross-functionally with Operations, Maintenance, and Procurement
- Strong personal commitment to safety and the well-being of coworkers
- Red Seal certification (Parts Technician / Parts Person) (preferred)
- Experience preferred in Marine, heavy equipment, or industrial environments and or multi-site or “satellite inventory” environments
- Experience implementing inventory systems, processes, or warehouse layouts
- Experience with Sage 300

This job description provides an outline but is not limited to the skills and requirements for the role. Additional skills and requirements may be added by the manager.

If you are a knowledgeable and dedicated individual with a strong background in in full cycle accounting and looking to make a positive impact within our organization, we encourage you to apply. We offer competitive compensation packages and opportunities for professional growth. For more information, please visit our website for further details.