



An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 19 years Armatec has established itself as a significant player in the defense survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

Position Title: Logistics Supervisor

Location: Dorchester, Ontario

General description:

Under the direction of the Manager of Supply Chain and with safety, efficiency and customer service a priority, the Logistics & Warehouse Manager is accountable for the overall warehouse operation, which receives and stores, moves and ships supplies, stock and materials to and/or from the warehouse. Manages the overall operation and ensures the safe and effective storage and distribution of customer goods on time and without damage. Develops and implements both short- and long-term warehouse planning.

Prerequisite Skills and Qualifications:

- 10 years of experience in all aspects of warehouse and freight logistics
- 5 years of supervisory/management experience within the warehouse and freight logistics industry
- College or university degree in business administration or in a discipline related to logistics or warehouse management or pertinent industry experience

Tasks & Duties

Manage all aspects of the warehouse operation, with safety of employees and efficiency of the operation being the priority. Tasks and duties include:

- Prepare various reports for customer materials shipped and received at the warehouse, ensuring that all damages or problems are recorded
- Ensure International Shipping regulations are adhered to, including and in addition;
 - Ensure all international shipments are reported to the Canadian Government and all regulations are adhered to following International guidelines laid out
 - Complete and file all exports using the Canadian Automated Export Declaration B13a
 - Apply for Export Permits when required using the Excol Government system
 - Maintain and report Quarterly on Export Permit usage
 - Complete and report on the North American Free Trade Agreement (NAFTA)
 - Work with Customs Brokers to enable the free flow of materials
 - Ensure all local trade agreements and Embargoes are met
- Develop, implement and enforce material-handling policies/procedures, and regulatory-compliance procedures

- Determine compliance with laws, regulations, and/or standards and complete appropriate documentation as required
- Maintain accurate and up-to-date inventory records and ensure that inventory reports are prepared and distributed to Management as required.
- Ensure stock is maintained and rotated properly and regularly
- Prepare warehouse activity reports, including KPIs, daily/weekly operations reports, health and safety, human resources
- Ensure all material-handling equipment, structures or materials are maintained, including regular safety inspections
- Review the warehouse operation throughout the work process and at completion, including the daily “circle check” to ensure that all products are stored safely
- Maintain proper security and good housekeeping of both premises and stock
- Oversee all human resources, including:
 - the training of employees,
 - staffing actions
 - staff succession plans
 - staff performance evaluation
 - employee personal-development plans
 - conducting a coaching session with each employee as required
 - managing conflict and discipline when necessary
 - motivating and inspiring team to optimize performance both individually and collectively, to build morale and reduce turnover
 - keeping all employees informed through meetings and written communication
- Oversee security and general upkeep of warehouse, including regular maintenance of equipment
- Offer alternative solutions to system and procedural issues that may disaffect productivity and/or customer service or compromise health and safety
- Be accountable to the customer for both quality and quantity of output and resolve any problems, ensuring that potential customer complaints are escalated
- Continuously monitor effectiveness of the warehouse-operations strategies aimed at reducing operating costs, including wages, and improvement of quality-control procedures
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally

Qualified candidates may apply to: hr@armateconline.com. Please include position title in e-mail subject line.

Equal Employment Opportunity

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.