

## JOB DESCRIPTION

**Title: Inventory Control**

**Reporting to:** General Manager

**Location:** Weston Forest – Oakwood

**Date:** June 2023

### THE JOB

The Inventory Control Specialist assumes primary responsibility for overseeing the secure and efficient movement and storage of product inventory within the organization. This role is pivotal in ensuring timely delivery of the correct products to customers while optimizing cost-effectiveness and upholding safety standards. The specialist's expertise in attention to detail, organizational proficiency, and meticulous record-keeping are critical factors for achieving success in this position.

### DUTIES & RESPONSIBILITIES

#### Health and Safety:

- Report all incidents, accidents, and/or hazards.
- Participate and/or cooperate with the Joint Health and Safety Committee to improve safety.
- Wear personal protective equipment as required.
- Daily safety and maintenance checks of forklift.
- Ensure product is safely placed on three (3) crossers and strapped with a minimum of two (2) bands.
- Ensure product is safely placed on proper tie bottoms.
- Inspect product daily to ensure it is stored in a safe manner at all times.
- Perform housekeeping activities as required.
- Comply with the Occupational Health and Safety Act (OHS) particularly the “Duties of Workers” as stated in Section 28.

#### Employee Relations:

- Communicate with administrative, and supervisory staff as required and in a timely manner.
- Perform compulsory overtime as necessary and in accordance with legislative requirements.
- Perform other duties as assigned by your supervisor.
- Participate in training as required.
- Comply with company rules, policies and procedures of Weston Forest as stated in the Weston Forest Guiding Principles Handbook.

#### Order Processing and Storage:

- Review work orders to ensure proper signatures are present.
- Load, unload and move product according to instructions indicated on work orders.
- Pull stock and stage loads for shipping.
- Perform product back-up tallies on species, grade, purchase order number and mill numbers.
- Rotate stock as required and inform supervisor of any “stale” product.
- Verify orders for outbound shipments, tallies and remove mill tags.
- Receive and tally inbound product verifying purchase orders, driver’s paperwork and amount of product.
- Offload inbound product, attach mill identification tags and complete required paperwork.
- Ensure all inbound product is secured to proper tie bottoms, safely strapped and stored.
- Ensure part bundles are shipped as applicable.

#### Material Handling Equipment

- Perform daily forklift inspection and record the results of the inspection.

- Report safety requirements and/or damage to equipment to the supervisor in a timely manner.
- Ensure product is stored, strapped and moved in a safe manner and to prevent product damage.

#### Quality Control:

- Report any deficiencies in systems, facilities, machinery, equipment and/or tools immediately to your supervisor.
- Record and/or report product damage/nonconformities to your supervisor as required.
- Comply with quality control policies and procedures.
- Participate and contribute to effective production efficiency.

#### KNOWLEDGE & SKILLS REQUIRED

- Proven experience in inventory control or related role, demonstrating a solid understanding of inventory management principles and best practices.
- Proficiency in using inventory management software or systems
- Strong verbal and written skills
- Organized and able to manage multiple tasks and deadlines in a fast paced environment.
- Strong initiative and follow-up skills.
- Strong team player with ability to self-manage and prioritize.
- Good math skills.
- Knowledge of unit of measure as it pertains to lumber and panels.
- Knowledge of all grades of product lines.

#### THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

#### Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more