

AFTERNOON OPERATION AND INVENTORY ADMINISTRATOR

THE JOB

The Afternoon Operations & Inventory Administrator reports to the General Manager - Oakwood and indirectly to the Afternoon Operations Supervisor.

HOURS OF WORK: 4:00PM – 12:30AM

DUTIES & RESPONSIBILITIES

- Process Orders and Mill orders (Remans) and produce tags
- Review/verify counts on bundles as remans are finished
- Submit documentation to close remans
- Inventory counts and verification
- Support with ordering materials and supplies as needed
- Provide administrative support to both Operations and Sales including but not limited to inventory look ups etc.
- Prepare all outbound daily shipping documentation for local and US deliveries and ensure total accuracy.
- Work with Accounting department to provide backup and explanations during yearly audits.
- Audit all orders that have been processed during the day and ensure accuracy. Report errors to the appropriate personnel for reconciliation.
- Confirm loaded product matches shipping documents (will involve going outside).
- Provide relief/coverage/assistance to Shipping, Receiving and Operations
- Be trained and issue HT certificates in compliance with our HT program.
- Provide assistance to Mill personnel as needed.
- Follow all Health and Safety policies with regards to PPE and conduct.
- Monitor and maintain administrative spreadsheets daily.
- Assist Operations team with monitoring and maintaining KPI reports as needed.
- Participate in training as needed.
- Troubleshoot errors and report findings to Supervisor.
- Build and maintain strong relationships with all internal and external customers.
- Other duties as needed.

KNOWLEDGE & SKILLS REQUIRED

- High school diploma, post-secondary diploma an asset.
- Basic mathematical skills.
- Excellent critical thinking skills, willing to “think outside the box”.
- Detail oriented.
- Strong analytical skills.
- Exceptional organizational skills.
- Willing to cross-train.
- Positive attitude and ability to handle a high stress environment.
- Excellent verbal and written communication skills.



- Able to take direction well.
- Strong team player with the ability to self-manage and prioritize.
- Proficient in MS Word, Excel, and Outlook.
- Experience with lumber an asset.
- Strong initiative and follow up skills.
- Perform overtime hours if needed.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly acknowledged by the Canadian Business Growth 500 as one of Canada's Fastest-Growing Companies, recognized by Deloitte as one of Canada's Best Managed Companies, recipient of the Canadian Business Excellence Awards for Private Businesses, and a winner of Waterstone Canada's Most Admired Corporate Cultures Award.

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 Brand Promise:

YOU'LL LOVE DOING BUSINESS WITH US

Our Core Values:

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

Our Mission:

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

Our Vision:

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

Our Value Proposition:

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.



Recent Awards:

- Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- Repeat winner of CANADA'S BEST MANAGED COMPANIES
- One of Canada's PROFIT 500 Fastest-Growing Companies
- Recipient of the Canadian Business Excellence Awards for Private Businesses

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

