

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Inventory Control Specialist

We are presently seeking an Inventory Control Specialist responsible for the input and processing of all inventory transactions.

Job Duties:

- Coordinate cycle and physical inventories counts for all inventory assets.
- Develop and implement process improvements by means of corrective actions, policy developments and work instruction creation via QMS (Quality Management System).
- Maintain cycle count process for all Department of National Defence (DND) Navy assets to help control discrepancies within the contractual DND inventory count.
- Maintain and coordinate current shelf life process for all eligible inventory assets including chemical and elastomeric items.
- Maintain a clean work area, ensure products are delivered and/or moved to the designated area or storage location.
- Support multiple programs through effective time management and efficient resource allocation.
- Adhere to all guidelines relative to company policies and customers requirements, applicable national and international government regulations such as transportation, transportation of dangerous goods, import/export, customs and environment health and safety.
- Communicate, participate, and support government audits by the government logistics group including the National Defense Quality Assurance Representative.
- Distribute documentation to applicable personnel and record all entries.
- Act as Lead and back up for Supply Chain Supervisor, when they are away.
- Support the Business Development group in producing responses to RFI's, RFQ's, and RFP's by assisting in the development of supply chain focused solutions.
- Other duties as assigned.

Requirements:

- Must have a diploma with business related focus or equivalent in training or related work experience
- CPIM designation would be considered an asset
- Must have a good understanding and a minimum of five (5) years of work experience in a warehousing operation
- Strong inventory background
- Advanced knowledge and use of a PC based computer system with experience on software applications such as Word, Excel, and database applications.
- Must have good interpersonal, organizational, leadership and communication skills.
- Previous supervisory experience is an asset.

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number 2011-031W to:

Raytheon Canada Limited

Attn: Human Resources

919 72nd Ave, N.E.

Calgary, Alberta

T2E 8N9

Email: HR@Raytheon-ssd.com

Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.