

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a dynamic and process oriented Materials Manager to our team.

About the Role

Reporting to the Senior Vice President of Materials Management, the Materials Manager is responsible effectively managing all aspects of Materials Management for the organization.

Duties & Responsibilities

- Managing the processes and activities of all materials management related activities to support the continuous flow of material through the organization, drive cost savings and mitigate risk of supply issues throughout the supply chain.
- Collaborating with manufacturing to ensure production requirements are being met, while balancing warehouse space constraints through planning and scheduling.
- Establishing and monitoring key performance indicators and metrics for supply chain planning, forecasting and scheduling.
- Analyzing the inbound materials requirements and shipment plans and forecasts as it relates to Supply Agreements.
- Working with the Manufacturing Strategic group to leverage Supply Agreements.
- Executing quarterly sourcing strategies and issue regular RFQs for suppliers.
- Establishing and managing economical order quantities.
- Managing weekly Customer Demand Call from a Virox perspective.
- Ensuring quality is incorporated into all procurement activities.
- Providing daily updates to customers.
- Monitoring and approving the Finished Goods Demand Plan through MRP on a daily basis.
- Providing back up for processing and posting receipts into Great Plains for all Inventory items arriving at the Warehouse.
- Managing the carrier base that supports Virox Inbound and Outbound plans to ensure economical effectiveness, as well as pickup and delivery accuracy.
- Negotiating cost effective rates with suppliers and brokers.
- Optimizing transport network to reduce transportation lead times and improve delivery performance.
- Manage Virox CT-Pat & PIP certification.
- Optimizing inventory through executing cycle counting program, conducting forensic inventory analysis and adjustments where required to ensure accuracy, reduce holding costs and improve operational profit.
- Enforcing compliance with GMP and ISO policies and programs.
- Developing and documenting Standard Operating Procedures (SOPs) to improve clarity and conformance throughout the logistics department.
- Ensuring incoming controlled materials are available for QA sampling.
- Collaborating with customers and suppliers to attain supply chain integration and improve information flow.
- Optimizing transport network to reduce transportation lead times and improve delivery performance.
- Other projects and tasks, as assigned.

What do you need to succeed?

- University degree or college diploma in Supply Chain Management, Logistics or other related field is considered an asset.
- Strong understanding of warehousing and logistics principles.
- Strong understanding of procurement strategies and principles.
- 3-5 years of experience in a management role, preferably in a manufacturing or warehousing environment.
- Strong knowledge and understanding of MRP, ISO9000:2000, cGMP, Transportation of Dangerous Goods (TDG) Act and Health Canada Regulations.
- Strong understanding of Export and Customs requirements.
- Advanced Microsoft Word, PowerPoint, Outlook and Excel skills.
- Advanced Microsoft Dynamics Great Plains skills are considered an asset.
- Strong verbal and written communication skills.
- Strong attention to detail, presentation, negotiation, organizational, leadership and teamwork skills.
- Outstanding customer service skills and the ability to influence others to achieve results that are in the best interest of the organization.
- Ability to build and maintain relationships with employees and business partners at all levels.
- Capacity to handle sensitive issues with tact and decorum.
- Ability to problem solve and develop innovative and creative solutions.
- High level of ethics and integrity, with the ability to coach and manage performance to success.
- Ability to negotiate, document and develop processes.
- Ability to work in a fast-paced, continually changing environment with shifting deadlines and priorities.
- Ability to work additional hours and/or outside regular business hours as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.