

## Job Description



**Position Title:** Inventory Supervisor

**Reports To:** Plant Manager

**Position Location:** Fairview, OR

### Brief Company Description

AGC Heat Transfer, Inc., a wholly owned subsidiary of Alfa Laval, AB, is the leading OEM of sanitary plate heat exchangers in North America, manufacturing plate heat exchangers specifically designed for sanitary applications. AGC offers complete heat exchangers, services as well as upgrades to plate packs, gaskets and spares that fit multiple brands. In addition, AGC offers Field Leak Testing and inspections of plate heat exchangers that meet the 3-A sanitary standard.

AGC Heat Transfer consists of three manufacturing/service facilities (Bristow, VA, Pleasant Prairie, WI & Fairview, OR) with about 100 employees (60 OR / 20 VA / 20 WI & other locations). Currently, most of the sales are in the US & Canada. AGC Heat Transfer has a strong engineering culture with a heavy emphasis on customer service and technical/consultative sales.

### Job Description

Inventory Supervisor is directly responsible for the overall company inventory management and maintenance, upkeep, and execution within the company's ERP system.

### Position Responsibilities

#### *Leadership*

- Manage and lead physical inventory counts in Fairview and coordinate with inventory leads in other AGC locations
- Recruit, train, coach, mentor, supervise, motivate, and evaluate members of the inventory team to support organization execution and reduce supply chain risks

#### *ERP Management*

- Build out and maintain company ERP system in line with company goals
  - Tracking semi-finished goods
  - Bin locations
  - Shop floor controls (system driven work orders)
  - Reorder advice (system driven purchase requests & low stock warning system)
  - WIP (work in process) tracking
  - Support and maintain standard costing integration
  - Bar coding and scanning automation
- Testing and analyzing any updates and/or bolt on services needed for the ERP system
- Trouble shoot all ERP related issues
- Collaborate with IT for any custom scripts and/or reports needed



#### **Eastern Factory**

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97024

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503-774-2550

#### **Central Office**

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Suite 700

Pleasant Prairie, WI 53158  
Ph. 847-301-6890

#### **Western Factory**

3109 NE 230<sup>th</sup> Ave.  
Fairview, OR

Ph. 503-774-7342  
Fax.

### *Inventory Management*

- Perform monthly E & O analysis and work with sales on strategies to sell and reduce/optimize
- Review and maintain relevant ERP system parameters to ensure efficient inventory levels
- Review, reconcile and monitor inventory transfers processed by the Fairview team
- Disassembly of manufactured parts pre and post inventory counts
- Weekly / daily review and adjustments to inventory to correct negatives
- Process scrap transactions daily, as needed
- Support transactional questions related to inventory with EM10 (ERP system), drive root cause analysis of why errors are occurring and resolve these root cause with various methods such as employee re-training or technology solutions.
- In the future, implement full cycle counting system to reduce the need for annual inventory counts.

### *Other*

- Convert data to business information using advanced Excel analysis and presentations skills to support / collaborate with other AGC departments for optimal execution
- Other specifically assigned tasks where needed by the Company

### **Skills & Qualifications**

- Minimum Associates degree or related work experience
- 5+ years' experience in ERP systems and inventory management techniques
- Experience in building teams, coaching and mentoring direct reports, and implementing performance reviews is essential
- Requires strong oral and written communication skills including good interpersonal skills
- Strong computer skills required
- Must have GRIT and perseverance mindset

### **EQUAL OPPORTUNITY EMPLOYER**

Submit resumes to [MikeG@agcheattransfer.com](mailto:MikeG@agcheattransfer.com)