

## REGIONAL CENTER

### SUPERVISOR, CYLINDER DISTRIBUTION

#### PRIMARY ROLE

The main object and purpose of this position consists in ensuring efficient distribution of product throughout the Region, while maintaining control of cylinder assets. The incumbent have to maintain excellent customer delivery and satisfaction through coordinating between production, shipping and delivery. He/She optimizes customer service and assists the Customer Service team in the general management of ALC's product and inventories, all while promoting ALC's quality and safety objectives.

**1. Ensures the optimization of cylinder asset utilization:** Works with the logistic teams at the Regional Centre to achieve optimal product delivery. Participates in projects to identify potential re-allocation of cylinders/inventories. Determines requirements for capital spending and for internal transfers from other Regional locations.

**2. Optimizes and improves work processes:** Works with satellite locations to ensure optimal use of cylinder assets. Provides necessary information to facilitate and improve production planning by working directly with the production teams to manage inbound and outbound cylinder movement and inventories. Participates in various asset management projects in order to identify cylinder reallocation possibilities.

**3. Supervises:** Is responsible for planning and supervising the daily activities of Shippers, and Cylinder Sorter. Is responsible for training plans, execution of training plans, and discipline when required.

**4. Ensures asset management:** Ensures best utilization of assets and monitors cylinder/product inventory. Makes sure each regional location has the proper assets and product necessary to optimize customer service. Act as a key contact for inter office cylinder/product ordering for the Region. Works with Satellite coordinators to optimize inter office capacity and ensure customer requirements are met. Works with production to plan output schedules in accordance with daily needs and inventory levels. Responsible for Hub cylinder/product inventory. Ensures system is up to date with all cylinder/product inventories.

**5. Sources required cylinders:** Sources required cylinders in conjunction with CAMP (Cylinder Asset Management Program team) team and satellites. Ensures there is no shortage and ultimately manages to build 2 days worth of target inventory. Monitors all incoming and outgoing cylinders/product. Authorizes all cylinder movement.

**6. Act as the Key contact:** Act as a key contact for all distributors and depots picking up at the HUB to ensure paperwork accuracy. Updates inventory viewer targets on a quarterly basis. Works with satellite locations to enter and update any changes to cylinder and inventory targets. Works with Supply Chain team to monitor and control COP assets and balances

**7. Analyses monthly cylinder / product inventories:** Prepares a regular audit plan to reconcile cylinder usage, and product inventory optimization. Tracks all progress and prepares a monthly action plan or report to Logistics Manager.

**8. Quality/Safety:** Improves health and safety within the workplace. Actively promotes ALC's safety objectives. Knows and respects all procedures indicated in ALC's Quality Manual. Ensures that proper corrective and preventative actions are in place following customer complaints.

**9. Process improvement:** Works with his/her team as well as with cross-functional teams to continuously improve the work process. Evaluates results, identifies product or process-related nonconformances as well as the causes for dysfunctions within his activity, and implements action plans with appropriate solutions for improvement.

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
<ul style="list-style-type: none"> <li>• Production</li> <li>• Sales</li> <li>• Logistics</li> <li>• Regional Centre General Manager</li> <li>• Technical staff (head office)</li> <li>• Director, Quality, Safety, Environment</li> <li>• Distribution Centers</li> <li>• Primary Production plants</li> </ul>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Suppliers</li> </ul>

TRAINING & KNOWLEDGE
<ul style="list-style-type: none"> <li>• <b>Diploma</b> : Post-secondary diploma or bachelor's degree combined with relevant experience</li> <li>• <b>Training</b> : Quality system (ISO), safety, transportation of dangerous goods</li> <li>• <b>Knowledge</b> : Mechanical equipment, pressurized systems, cryogenics, oral and written communication skills, bilingualism when required</li> </ul>
EXPERIENCE REQUIREMENT
5 years related experience

CRITICAL COMPETENCIES
<b>1. Team Player:</b> Shares knowledge and experience, cooperates and makes self available, listens, gathers information, takes into consideration the needs, ideas, opinions of others.
<b>2. Problem-Solving:</b> Identifies problem situations within an appropriate time frame, develops several alternative solutions to problems, analyses situations and highlights important issues, suggests adequate, valuable and feasible solutions.
<b>3. Leadership:</b> Positively influences others, easily obtains cooperation from others, and is concerned with people as much as with results.
<b>4. Coaching skills:</b> Clearly establishes performance criteria, finds solutions to problems by consulting team members, understands and listens to the concerns of all individual team members, gives ideas in clear and appropriate language.
<b>5. Technical abilities:</b> Masters concepts, tools and methods related to his/her job, meets or exceeds professional requirements of his/her field of work, keeps abreast of progress in his/her field.
<b>6. Planning skills:</b> Defines objectives and the means to achieve them, determines all required resources, anticipates future situations and establishes work plans, efficiently allocates or makes use of available resources, acts according to plans and establishes priorities, uses efficient methods, systems and work tools.

**SUPERVISION OF EMPLOYEES**    **YES**

**POSSIBLE CAREER OPPORTUNITIES** (based on needs, professional interests, training, experience and competences)

In this field	Outside this field
	<ul style="list-style-type: none"> <li>• Logistics Management</li> <li>• Management, Regional Center</li> <li>• Process Industries Management</li> </ul>

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*Validation date :*                        **November 2008**