



Job Posting – Assistant Director of Operations

RHB Group is Canada's leading school uniform and specialty school Apparel Company composed of: RJ McCarthy, Halpern's and Beatties. We have built our leadership position in Canada by following our mission to be a world-class provider of high quality student uniforms made using socially responsible and sustainable practices. Nationwide we have 40 locations with over 600 team members.

We currently have an immediate opening for **Assistant Director of Operations** in our **Etobicoke** location.

Reporting directly to our Director of Operations, your focus will be to oversee and direct production activities for the manufacturing division of the organization using strategies that are aligned with our *corporate mission to create the world's highest quality school uniforms in a socially responsible way.*

As the **Assistant Director of Operations** your objectives are, but not limited to:

- Assist in purchasing of approved forecast in order to maintain in stock inventory at stated levels
- Identifying gaps in product needs and ensuring escalation for approval the addition product PO's
- Product movement from orders to shipping to customer
- Inspection of all vendors
- Negotiates pricing with vendors
- Coordinates integration of inventory for warehouse as well as set up
- Provides the leadership
- Analyzes and resolves work problems, recommends and implements process changes, and improve middle office methods to increase quality and efficiency.
- Working with the financial executive responsible for preparing departmental budget and managing within those guidelines.
- Monitors the department's safety programs, ensuring all WSIB regulations are adhered to.
- Daily interaction with Operations Management to ensure coordination of warehouse activities with other functions including sales, purchasing, PO and WO
- Global travel is required

You will have the following qualifications:

- Post-secondary education, University degree or college diploma in procurement preferred
- 5-10 years' experience in purchasing of apparel in a global environment
- 5-10 years' experience in managing a large distribution facility; experience in inventory control required.
- Strong computer skills
- Strong verbal and written skills
- Dynamic and proactive
- Commercially astute and profit driven
- Strong negotiator
- Comfortable managing complexity
- Exceptional analytical skills, leadership skills and communication skills
- Excellent interpersonal skills and ability to work effectively with all levels of management
- Works well in a team-oriented environment
- Excels in a fast-paced, multitasking role

We offer a competitive salary, benefits package and bonus plan.

If you are interested in applying for this position, please forward your cover letter and resume to resumes@rjmccarthy.com. We thank all applicants for their interest in joining our team; however, only successful applicants will be contacted for an interview.