



## Supervisor, Data

Metro Inc.

### About Us

METRO INC. is a leader in the grocery and pharmacy sectors in Quebec and in Ontario, with more than 65 years experience in the fascinating world of food. Its operations are concentrated in Quebec and Ontario with a network of more than 800 grocery stores under the Metro, Metro Plus, Super C and Food Basics banners, and more than 250 pharmacies under the Brunet, Clini Plus, The Pharmacy and Drug Basics banners.

Metro employs more than 65,000 men and women united by the same goal, vision and philosophy: to be the best at what they do. The dedication and collaboration of its employees have allowed Metro to secure a leading position in the Canadian food market. Teams who know how to adapt to new situations and strive determinedly, day after day, to achieve the goals they set together are what make the company successful.

### Job Description

The role of the Data Supervisor is to provide support to DC Operations by working in conjunction with supervision and union personal. This is accomplished by prioritizing and executing confirmed tasks, directing the workforce to complete the tasks as assigned. Responsible for the collecting and processing of data in the System (EXE) in order to maintain the integrity of the data in the System (EXE).

### Responsibilities

- The 'Data Supervisor', is assigned to a shift may perform 'multi-task', activities associated with the work activity of the shift he/she is on or singular activity pending on day of week. This work activity requires 'data entry activity, maintaining various paper driven records, and includes data entry EXE to create/complete work units.
- The scope of these activities are comprised of 3 primary elements of activity: 1) Receiving 2) Selection/Shipping 3) Inventory.
- Data entry activity into pre-formatted information cells and/or confirmation prompting to





continue activity/complete as task. This assigns Work Units to forklifts, selectors, loaders or receivers depending the element application at the time they are assigned to.

- The level of complexity varies and may require minimal amount of analysis pending the activity. (example: Inventory adjustments)
- Interaction with union personal related to work units they create, communication, follow through on related issues that arise from those work units requiring Data Supervisor to make independent decisions front-line to correct, assist in maintaining integrity of a task completion.

### Qualifications

- 1-2 years of relevant work experience. College Graduate or equivalent combination of education, training and experience.
- CITT/or other distinction related to Logistics preferred
- Sound knowledge/comfort of PC based application/WMS or Inventory Control Systems.
- Accurate Data Entry skills
- Good analytical, problem resolving, organizational and planning skills
- Previous Distribution Centre and/or Logistics experience preferred
- Excellent Oral and written communication skills
- Ability to prioritize, is organized and is capable of dealing with multiple tasks

### Job Type

Full-time

### Job Location

Etobicoke

Apply at <http://corpo.metro.ca/en/careers/opportunities/available-positions.html>



# *metro*



Metro is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment.

Metro is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.

