

SCHEDULE "A" - DUTIES AND RESPONSIBILITIES

V BINS Mission

We are the provider of choice for storage systems by having competitively priced products and a workforce committed to meeting the needs of our Customers. We will achieve this by engaging employees in "Lean Practices", having robust business processes and an integrated supply chain resulting in our products being 100% defect free, delivered on time.

Role

Your role is to serve as Materials & Accounting Associate with a view to meet established goals and objectives as set out in the annual Business Plan, and in accordance with direction issued by the Director of Finance. Your focus will be on the productivity of your responsibilities, including the implementation of lean practices. A special emphasis is to be placed on meeting and exceeding customer expectations for all products and services. Every activity must be performed with consideration for "How does this serve the external and internal customer and how can we serve the customer better" with a goal of continually improving the customer experience to achieve long term customer loyalty.

Accountability

- You are accountable to the V-Bins Director of Finance or his or her designate.

Responsibilities

- To assist in creating an environment that is conducive to change and continuous improvement through customer, and supplier engagement.
- Be the advocate of the implementation of TPS (Toyota production System) and Lean practices as it applies to your duties and workplace.
- Work with others in developing the annual business plan and long term forecasts with inputs from Customers, Sales suppliers and Production.
- Put in place the checks and balances that will immediately highlight variances to the business plan and root cause the problem and put in place a sustainable corrective action plan.
- Provides frequent management reports, communications and assessments to the Director of Finance regarding the accomplishments of goals and objectives.
- Ensure ethical business practices are followed
- Establish solid disciplines, Standard Operating Procedures, Human resources and administrative practices and record keeping for all activities in the company

The following table is in draft. The content, mix, priority and completion dates will be completed after discussion with you and the Director of Finance.

Deliverables from the Material & Accounting Associate for monthly review with the Director of Finance.

<u>Priority</u>	<u>Description</u>		<u>Owner</u>	<u>Target Date</u>	<u>% Done</u>	<u>Complete date</u>
	Assist in achieving the Business plan objectives					
	Forward cost reductions for your area of responsibility to make us more competitive and position V- Bins for the future					
	Ensure metrics are in place to measure the key performance areas for the business.					
	Corporate purchasing material cost reduction including supplier lead times down and quality up					
	Material cost reductions. The top ten items by dollar value that we will consume					
	Inventory accuracy > 98% Achieve a 98% inventory accuracy across the board resulting in an underutilization of the \$120,000 inventory provision in the business plan					
	BOM accuracy > 98% 98% Accuracy for all products and options as well as uploading the bills into Simply					
	Ensure we leverage lean and the consortiums best practice					
	Ensure packing slips and invoices match with purchase orders					
	Resolution of any quantity and pricing discrepancies between purchase order and vendor invoices					
	Entry of accounts payable invoices in a timely manner					
	Attach Vendor invoices to remittance for signing					
	Maintain Vendor files and maintain Vendor information in Simply Accounting					
	Assist with the month end close by providing open order information to the Director of Finance					
	Assist with the month end close by providing received but uninvoiced order information to the Director of Finance					

	Mail outgoing cheques					
	Collection and processing of incoming mail					
	Schedule training to supplement skills in Excel and Simply Accounting					
	Answer incoming calls about Vendor payments and accounts					
	Other duties as assigned					