



Job Description

Job Title: Inventory Coordinator
Department: Materials Management
Reports To: Supply Chain Manager

SUMMARY: The Inventory Coordinator is responsible for maintaining the accuracy of system inventory by directing the daily activities of the Cycle Counter, managing, investigating and reconciling variances.

This role works closely with the Materials Manager, Receiving and QA to validate consumption, receipts and BOM accuracy, maintains records of all raw materials and packaging inventory and produces inventory reports as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct and evaluate the daily activities of the Cycle Counter.
- Perform full cycle investigation of count variances: validate, investigate, reconcile, track and make adjustments in the system in a timely manner.
- Work in collaboration with QA to review BOM waste factor accuracy to align with actual production usage.
- Report variances, adjustments and cost impact to management on a weekly basis for review.
- Produce weekly inventory and liability reports for customers.
- Perform daily printing of pallet labels prior to Receiving and assist in entering receiving's.
- Perform daily postings.
- Enter Purchase Orders as required.
- Set up new product codes and Bills of Materials in ERP system.
- Update and maintain accuracy of Product data and Planning parameters in the Item Master.
- Other duties shall be assigned as required.

REQUIREMENTS:

- College/university diploma or equivalent work experience – ideally in the field of Inventory Control
- Prior experience working in a materials/supply chain planning capacity within the consumer goods industry.
- Excellent communication skills – written & verbal.
- Prior experience with Database ERP systems – direct experience with Microsoft Navision would be an asset.
- High level of proficiency with Microsoft Office Suite – Excel in particular.
- Accurate and possess excellent attention to detail.
- Committed to constant learning.
- Ability to analyze and define problems and resolve them in a timely manner.
- Ability to respond appropriately in pressure situations with a calm demeanour.
- Ability to multitask in a fast-paced environment and manage specific projects in a detail-oriented manner.
- Driven and motivated by continuous improvement.

CORE COMPETENCIES:

- **Intellectual**
 - Curiosity – strong desire to understand and evolve ways of working
 - Analytical – reasoning & problem solving
 - Mathematical – strong mathematical abilities
- **Interpersonal**
 - Communication Skills – Strong Written & Oral skills
 - Team Work – ability to work effectively across functions
- **Self – Management**
 - Strives to achieve a high degree of professionalism
 - Self-motivated and driven to achieve
 - Organized – able to effectively plan and execute daily work tasks with limited direct supervision
 - Innovative – look for, provide and consider new ways of working to improve the efficiency and effectiveness of assigned responsibilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Fast-paced environment
- Must respond to all types of deadlines, special requests, and emergencies.
- Located in a busy, open office.
- Overtime as required.

Benefit Package

- 3-months probationary period
- 50/50 medical and dental insurance coverage after 6 months

If you are interested in this position, please forward your resume to the Human Resources Department at HR@superpufft.com. Please include Inventory Coordinator in the subject line.

We welcome applications from all interested individuals, however only those candidates selected for an interview will be contacted.