



Inventory Coordinator

Operations / Manufacturing / Supply Chain

Moncton, New Brunswick

Do you want to work for a fast paced, dynamic, and growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

Objective & Purpose

- The Inventory Coordinator supports daily manufacturing operations through the timely replenishment of inventory to Production.
- The Inventory Coordinator ensures the accuracy of perpetual inventory by investigating variances, maintaining the integrity of product storage locations, and monitoring material movements.
- The Inventory Coordinator will assist warehouse operations with ongoing continuous improvement initiatives.

Principle Duties & Responsibilities

- Coordinate daily cycle count procedure, including physically counting inventory in production and warehouse(s), investigate discrepancies & publishing results.
- Coordinate daily Floor Stock (FS) replenishment process, including physically picking and delivering materials to production and completing inventory transfers in SYSPRO.
- Maintain labeling for all physical storage spaces, ensuring a place for everything and a label for every place.
- Investigate and verify Inventory stock outs, shortages, and overages; initiate inventory adjustments as needed.
- Assist the Production and Warehouse Lead Hands investigate material movements through the warehouse(s) and the production floor, as needed.
- Assist in the preparation and completion of quarterly and annual inventory audits.
- Assist the Warehouse Lead Hands and Sales Support Staff with the investigation and resolution of shipping nonconformances.
- Assist with the identification and maintenance of all warehouse stocking locations including Bin locations and warehouse floor plans.
- Assist the Warehouse and Logistics Manager with the design, implementation, and maintenance of inventory control practices; improving operational efficiency and the accuracy of all material movements and customer orders processed.
- Assist the Warehouse and Logistics Manager with the creation of operating procedures and work instructions.
- Support LEAN initiatives and foster an environment of continuous improvement.
- Support Warehouse and Logistics Manager with warehouse and inventory improvement initiatives.
- Additional duties as required.



Management

- This position reports to the Warehouse and Logistics Manager.

Education, Training & Experience

- Post secondary education in Supply Chain or Warehousing Operations or equivalent experience.
- A minimum of 2 years of relevant inventory experience preferably supporting manufacturing operations.

Skills and Competency Desired

- Strong organization and prioritization skills.
- Strong numeracy and problem-solving skills.
- Proficient written and verbal communication skills.
- Ability to work in a high paced multi-tasking environment.
- Ability to work with others collaboratively.
- Analytical and investigative skills.
- Computer proficiency with Microsoft Office (Excel and Word).
- Computer Inventory Management Software (SYSPRO preferred)
- General knowledge of Inventory Control principles.
- General knowledge of Warehousing principles.
- Self-motivated and capable of working independently with limited supervision.
- General understanding of basic accounting principles.
- Forklift (MHE) certification and experience.
- Must be able to lift 50lbs as part of the job function.

Interested and qualified applicants, please submit your resume to Jessica Blakemore, Blakemore.j@greystoneenergy.com