



## Inventory Coordinator

Operations / Manufacturing / Supply Chain

### The Opportunity

We are growing and looking for a motivated Inventory Coordinator to join the Operations team working in Moncton, New Brunswick.

### 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.

### 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.