

https://intscanada.com/job/coordinator-inventory/

# ?????-Coordinator, Inventory

Description
Coordinator, Inventory

Location: 51 Kelfield St., 80 Zenway Blvd., 165 The Queensway

The Future of Produce

With roots in the produce industry dating back over 80 years, Burnac Produce Ltd. provides fruits and vegetables to large corporations, mid-sized companies, and small independent business owners. We have grown to a multi-million-dollar organization, operating two state-of-the-art facilities. Our experience, technology, and passionate workforce have allowed us to become one of the most progressive and successful companies in the industry in Canada. Rich in its history and diversity, Burnac Produce is true to its values.

Sunday to Tuesday: 3:00pm to 11:00pm

Wednesday and Thursday: 9:00am to 5:00pm.

**Position Objective** 

Monitor and maintain inventory through physical inventory practices while ensuring root cause investigations for any variances in accordance with the company operations practices.

Execute all duties in accordance with the company's key performance indicators, business objectives, guiding values, policies, and procedures.

#### What we offer:

At Burnac Produce, our employees are the essence of our business. We are committed to fostering those relationships with honesty, integrity and by providing:

- Competitive compensation package
- Comprehensive Benefits Package
- · Career growth with a focus on fostering internal talent
- Financial support for continuing education relating to your position
- · Training and recertification as required to ensure employee success

# What you will do in a typical day:

- Perform required daily cycle counts.
- Process and handle inventory adjustment and investigation requests in a timely manner.
- Complete root-cause investigation, documentation and remediation as required.
- Complete inventory variance root cause investigation utilizing tools available such as ERP system, verbal and email communication with internal

Date posted 2023 ? 9 ? 18 ?

- departments including but not limited to; Category Management, Operations, and Accounting.
- Prepare and distribute inventory reports for internal teams to ensure product integrity, traceability, and inventory updates.
- Consistently and effectively communicate the company mission, initiatives
  and objectives to customers, vendors and internal teams through organized
  and scheduled conference calls, meetings and email communications as
  required by the business.
- Proactively communicate with colleagues and other departments as necessary to attain pertinent information and ensure deadlines are met.
- Ensure effective written and verbal communications via all channels including but not limited to reports, emails, calls, presentations, meetings, etc.
- Audit processes along with paper flow errors to identify inconsistencies that affect inventory accuracy.
- Identify and communicate to Manager, any continuous improvement initiatives to reduce waste and additional handling within the Distribution Center.

## What you will need to succeed at Burnac:

At minimum, you will need:

- · High school diploma
- Post-secondary education in Business or Inventory Management or equivalent industry experience
- 1 5 years' experience in inventory management
- Experience in Microsoft Office (Excel, Word, Outlook). Intermediate Excel skills required
- · Ability to lift 50 lbs.
- Walk and stand 50% to 60% each shift
- · Ability to multitask and work in a fast-paced environment, manage priorities
- · Strong math skills, accuracy and attention to detail

It would be great if you also have:

- Experience working in produce
- · Experience working in ERP system, Navision
- Experience in providing Application Support

## We're ready when you are.

Burnac Produce is a dynamic, fast-paced organization of passionate people focussed on results and collaboration. Our people set us apart and we are committed to their wellbeing and development. Our core values dictate the way we function and are the keys to our success. We are a strong, hard-working team but don't forget to have some fun along the way.

Qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or other protected status.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They should not be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed.

If you need a reasonable accommodation to assist with your job search or application for employment, please contact us by sending an email to resume@burnacproduce.com. In your email, please include a description of the specific accommodation you are requesting and a description of the position for which you are applying.