□□□□□□□□□□-Purchaser and Inventory Analyst

Description
About Us

Nature's Source is an award winning, full service natural dispensary specializing in professional grade vitamins, sports nutrition, natural health and beauty, and homeopathic products. Our passion is people, health, well-being, and client driven. We have been in business for 25 years with 15 locations across Ontario and growing.

Job Overview

The primary responsibility of the Purchaser and Inventory Analyst is to ensure that stores are always replenished and have an in-stock position with minimal shrink due to expiration. You will manage and allocate inventory for all stores and ensure the right product gets to the right store at the right time in the right quantity to drive profitable sales.

Responsibilities

Purchasing

- Responsible for ordering product for all retail locations, website, and events
- Stay within the weekly purchasing budget established by the Financial Controller.
- Manage and follow through the entire PO cycle from creation to receiving and solve any issues related to quality, quantity, and on time delivery
- Ensure products are purchased at the lowest possible cost by taking advantage of monthly specials and volume discounts.
- Maintain a purchasing calendar for each brand.
- Manage and analyze inventory ordering requirements and set/modify rules for order frequency, days of supply, and min/max's
- Identify the root causes of issues such as out-of-stocks and aged or expiring inventory through the collection and analysis of data and provide recommended solutions
- Analyze data to maximize sales, inventory turns and gross margin
- Keep informed with regards to promotional plans, seasonality, changing market conditions, market opportunities and competitor activities and purchase accordingly.
- Collaborate with Accounts Payable to ensure the invoices received match the POs issued

Inventory Management

- Monitor inventory levels and inventory movement using system information and anticipate or react to shortages and overstocks immediately
- Identify unproductive inventory (i.e., discontinued, overstock, etc.) and work with the Category Manager to jointly develop plans to eliminate
- Balance inventory required for promotions and seasonal requirements and

Hiring organization
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allocate inventory in advance to ensure inventory is in stock to support sales

- Strategize and suggest process improvements to reduce costs and increase efficiencies
- Generate regular reports on key metrics for both internal and external stakeholders

Database Maintenance

- Update product records – UPC, description, size, etc
- Review vendor price files and upload cost changes
- Keep product discounts current
- Ensure vendor data is up to date and accurate

Qualifications

- Post-secondary education in Supply Chain, Business, Operations or Finance
- 2 years of related work experience preferred
- Must have the ability to work independently with exceptional organizational and time-management skills to execute multiple tasks and meet deadlines with superior attention to detail
- Proven ability to negotiate with vendors on pricing
- Excellent analytical skills
- Ability to learn new concepts quickly and share this knowledge with others
- Must have the ability to support and demonstrate values compatible with the organization such as collaboration, high level customer service, and integrity.
- Proficient in Excel and Outlook
- Experience with Dynamics NAV is an asset

Job Type: Full-time

Salary: $45,000.00-$60,000.00 per year

Benefits:

- Casual dress
- On-site parking
- Store discount

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Mississauga, ON L4Z 1Y5: reliably commute or plan to relocate before starting work (required)

Education:

- Bachelor's Degree (preferred)

Experience:

- purchasing: 2 years (preferred)

Work Location: Hybrid remote in Mississauga, ON L4Z 1Y5