



## Inventory Analyst

Reporting directly to the site Controller the Inventory Analyst is responsible for monitoring inventory levels within the inventory system and investigating and monitoring inventory discrepancies between the inventory master listing and the various associated G/L accounts . He/she also works closely with all members of the logistics and procurement team to ensure proper re-order quantities. In addition, valuation and constant re-evaluation of inventory would fall under the inventory analyst's main responsibilities.

### Responsibilities:

- Be responsible for accuracy of inventory quantities on hand and in transit
- Be responsible for valuation of inventory including inventory obsolescence and write-downs
- Monitors inventory levels for non serialized inventory and orders as required. Performs spot checks to ensure the system and floor quantities match
- Works closely with procurement to confirm inventory levels and provides back up data used to produce forecasts and other inventory management reports.
- Coordinates annual inventory count and cycle counts. Manages the reconciliation process and produces all variance reports.
- Manage and reconcile off site inventory held by technicians and service partners
- Performs all activities and duties in accordance to established procedures
- Adheres to all HR, security and EH&S regulations. Maintain a clean and tidy work cell at all time.
- Take lead role in any inventory control projects
- Document and formalize procedures

### Requirements:

- Post secondary education or a designation in inventory management required.
- Change management experience
- Understand and/or background in accounting - Professional designation a plus
- Internal audit experience desirable
- Background in inventory control
- Planning & organizing – ability to set priorities and schedule/co-ordinate the flow of work, organize and use people, and manage time to meet established deadlines
- Communication skills – express ideas in a clear and concise manner. Ability to interact with internal and external business partners and intern personal.
- Teamwork – cooperate with and obtain cooperation from other departments
- Dependability – demonstrate reliability in completing assignments on time, providing effective service or meeting deadlines as required by the job
- Proficiency with MS Outlook, Excel, Word and Access required as well as a good working knowledge of work flow and procurement systems, knowledge AS/400