

Inventory Planner/Purchaser (40-42K)
Richmond, BC

JOB DESCRIPTION:

Weekly review of agent's portfolio to ensure adequate levels of inventory are being maintained as outlined by agent

Create purchase order requisitions to replenish inventory levels

Follow up for approved Purchase Order and forward to supplier

Liaise with overseas suppliers and appropriate freight forwarder on status of orders

Meet with agents to forecast future inventory requirements

Co-ordinate on-pack and promotions with agents and warehouse

Prepare weekly/monthly reports for agents

Backup to other members in the department re vacation relief etc.

Other duties as assigned

JOB REQUIREMENTS:

Previous purchasing/inventory management and/or logistics experience would be an asset.

Incumbent must be detail oriented, likes numbers and have excellent analytical skills

Good interpersonal skills and must be a team player

He/she will be required to deal with customers and must be responsive to all customer information requests

Incumbent must have excellent computer skills such as Excel and Word

OTHERS:

Individual must have a positive attitude and even temperament

Individual must be a self starter and able to work independently and as team

Individual must be committed to meeting deadlines

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