

Synergy Medical

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Inventory Coordinator

Description

Under the responsibility of the Supervisor, Supply Chain, the incumbent will have the following responsibilities:

Responsibilities

- Manage complex systems and perform data analysis via ERP and Excel.
- Manage the inventory levels of the various sites in Canada, United States and United Kingdom and place orders for replenishment of external warehouses.
- Execute IT transactions concerning the various inventory movements.
- Review, optimize and maintain, in collaboration with the various relevant stakeholders, the minimum-maximum inventory level in connection with the short-, medium- and long-term inventory strategy.
- Validate and analyze the actual inventories against the data of the systems in place (deviations, processes, etc.) and follow up with the various warehouse managers.
- Plan the holding of cyclical counts to be performed by the store staff.
- Perform full inventory checks of all inventories and supplies twice a year.
- Ensure that all documentation relating to inventory flows is complete, accurate and properly filed.
- Participate in the evaluation and improvement of flows and processes.
- Participate in the development of inventory objectives and performance indicators and ensure that they are met.
- Make proposals for adjustments to the inventory level to achieve objectives.
- Any other related task.

Qualifications

- DEP or DEC in a related field.
- 3 to 5 years of experience in a position with similar responsibilities.
- Ability to communicate clearly and precisely, orally and in writing (French and English).
- Good computer skills (especially Excel and ERP systems).
- Mastery of Access, an asset.
- Knowledge of the pharmaceutical industry, an asset.
- Autonomy, team spirit and solution oriented and continuous improvement.

Job Benefits

- A growing and constantly evolving work environment
- Career development opportunities
- An employer contribution to the RRSP
- Group insurance and access to telemedicine
- Health and wellness program
- A great team and a great clientele
- Flexible hours
- Possibility of occasional teleworking

Hiring organization

Synergy Medical

Employment Type

Full-time

Job Location

Longueuil, Québec

Date posted

October 26, 2021