



## EMPLOYMENT OPPORTUNITY

### Inventory Control

**Job Code:** CW18-0212

**Position Type:** Full Time

**Hours of Work:** Mon – Fri 8:30am to 4:30pm

**Number of open positions:** 2

**Location:** Richmond, BC

**Department:** Inventory Control

**Compensation:** Commensurate with experience

**Position Overview:** Working under general supervision from the Manager methodically audits the inventory accuracy of our warehouse facility and system with the purpose of report, fix and identify problems so that they could be presented and escalated and addressed by the appropriate department.

#### Main Responsibilities:

- Perform cycle count audits
  - Analyze count data report to appropriate areas
  - Reconcile and resolve count discrepancies where possible
- Perform customer and annual physical counts
  - Coordinate count
  - Reconcile inventory (book to physical inventory)
- Assist and support with day-to-day operational flow with prompt response of inventory issues to ensure work flow can proceed without delay
- Streamlining process and procedures; auditing processes of the various departments in relation to inventory control
- Other duties as assigned

Experience in cycle counting, physical counts and physical inventory reconciliations (booking, investigating and reporting as required).

#### Required Competencies:

- Incumbent must be detail oriented, like numbers and have excellent analytical skills
- Good interpersonal skills, a self-starter with ability to work independently as well as in a team
- This position requires excellent customer service skills when dealing with customers and internal co-workers.
- Excellent computer skills, such as Word and Excel.
- Positive attitude and even temperament.
- First-Aid OFA Level 2 certification is considered an asset.

The successful candidate will have some post-secondary courses, plus 2 - 3 years' experience or specialist certificate/diploma.

To apply for this position please email your resume and cover letter with your salary expectations.