

**POSITION TITLE:** Inventory Coordinator – Winnipeg Branch  
**IMMEDIATE SUPERVISOR:** Controller

**POSITION SUMMARY:**

This role is responsible for handling all aspects of shipping and receiving, coordination of purchasing activities, inventory management, support of fleet management and support of facility management.

**Position Details:**

- Shipping/transfer and receiving of inventory products and project materials with appropriate documentation and signature, including validation of items shipped against work orders, preparing packing slips and appropriate recording QuickBooks and other tracking systems (Smart Service, Excel, Word, etc)
- Communicate with vendors on a regular basis
- Identify and document any discrepancies in shipment quantities received and price or cost discrepancies and refer information to the Business Services Manager and/or Accounts Payable Co-ordinator for further handling and resolution as required
- Proactively follow up on back orders, short shipments or delayed shipments
- Proactively manage inventory items and stocking for the Winnipeg warehouse and as needed provide assistance to the Branches; place vendor orders for replacement product items and special orders, and as instructed by the Division Manager/Supervisors (includes preparation of purchase orders).
- Provide support to the Controller for semi-annual inventory counts, random counts and cycle counts; resolving discrepancies in shipments and/or inventory orders received and any other matter relating to warehouse and service truck inventory items.
- Make recommendations re: inventory write-offs.
- Assist with maintenance of inventory list, including modifying, adding, deleting inventory items from the accounting system.
- Make inventory adjustments in QuickBooks relating to receipts, transfers, returned in an accurate and time sensitive manner
- Coordinate uniform details/coordinate Bison apparel purchases
- Prepare, document and monitor all product returns to vendors, ensuring that appropriate return material authorizations are obtained
- Provides support with respect to facility management and fleet management
- Ensure warehouse and yard is secure, safe, supplied orderly, and maintained coordinate/complete cleaning clean up activities as needed.
- Must be willing to train and learn new vendor product lines and processes as required for shipping and receiving purposes and inventory purchasing
- Coordinate/complete Forklift Maintenance (weekly inspections, schedule servicing semi-annually)
- Handle customer sales when required (walk-ins, cold calls and regular purchasers), preparing work order, packaging items and forwarding to billing once shipped
- Handle special projects as assigned by Business Services Manager

**KNOWLEDGE, SKILL & EDUCATION REQUIREMENTS:**

- Minimum education: Grade 12
- Must have 3 to 5 years industry inventory management and purchasing experience
- Must have 3 to 5 years shipping and receiving or warehouse experience
- Must have additional post graduate education or training from a technical college and be willing to take additional industry or business related training and/or education as required
- Must maintain current forklift safety training certification
- Must be detail focused and able to maintain a high degree of accuracy in all duties
- Must demonstrate an ability to prioritize duties and field technician inventory needs to prevent unnecessary delays in service work orders and emergency call-outs
- Must have proficient computer skills and be willing to learn new software programs and processes as required
- Must be able to maintain an effective level of self-motivation and be goal oriented
- Must have ability to multi-task and work effectively with minimal direction or supervision
- Must be flexible and able to adapt easily to schedule and process changes
- Must be an effective problem solver with good organization and time management skills
- Must present a professional image, attitude & behaviours at all times when dealing with customers, vendors, other service providers as well as fellow staff members
- Must have effective verbal and written communication
- Must demonstrate effective people skills and positive team player attitude