



INVENTORY CONTROL SPECIALIST

POSITION SUMMARY

Reporting to the Corporate Controller, the Inventory Control Specialist is responsible for company-wide inventory. Maintain accurate inventory levels and transactions in our NAVISION ERP database, including creating new, updating existing and maintaining company-wide product and BOM costings.

RESPONSIBILITIES AND DUTIES

Inventory Control (65% of responsibilities)

- Reconcile stock counts against computer reports, including item journals and physical inventory journals.
- Post transactions, including physical cycle count, month end and year-end inventory. Ensure costing, receiving, purchase orders, requisitions and invoices are completed in accordance with Company accounting guidelines.
- Work closely with various departments regarding production and inventory.
- Analyze and monitor inventory levels and take action as needed.
- Ensure appropriate inventory levels are maintained by ordering raw materials based on forecast and/or sales history.
- Liaise with production regarding supply of Raw Materials, Work in Process and Finished Goods.
- Assist Controller with various duties as assigned.

Costing (25% of responsibilities)

- Calculate and prepare costs relating to products, including direct labour and overhead expenses, and make adjustments as needed.
- Create new, edit existing and maintain up-to-date Bills of Material and related costings.
- Create new, edit existing and maintain items in NAVISION ERP database.
- Provide support for sales/upper management on product costings for new or proposed sales opportunities.
- Prepare and update a variety of cost statements and reports.
- Assist Controller with various duties as assigned.

Purchase Order Administration (10% of responsibilities)

- Request quotations from raw material suppliers and place purchase orders.
- Review orders to determine product types and quantities required to meet demand.
- Support management with raw material investigation and price negotiations.
- Ensure suppliers are approved as per FSSC company regulations.
- Handle receiving orders and documentation to provide to Accounts Payable.
- Monitor price increases and communicate changes as necessary.
- Assist various departments with purchasing duties as required.
- Assist Controller with various duties as assigned.

QUALIFICATIONS

- Minimum 3 years' experience in inventory control within a manufacturing environment.
- Strong acumen of manufacturing accounting principles and cost accounting.
- Manufacturing and LOT tracking experience.
- Experience in NAVISION 2017 strongly preferred.
- Experience in design of JetReports preferred.
- Proficient in MS Office: Outlook, Word, Excel and Internet Explorer.
- Excellent organizational and interpersonal skills.
- Good judgment and professionalism.
- Exceptional ability to relate and work with various internal departments.
- Able to handle multiple deadlines.
- Friendly and customer focused attitude.
- Excellent verbal and written communications skills.
- Ability to work well within a team and independently.

Interested candidates email both resume and salary expectations to:

karen.maynard@zavida.com

www.zavida.com

Equal Employment Opportunity: Zavida is an equal opportunity employer who recognizes the value of every individual's contribution to the success of our team, clients, employees and community. We are committed to equal employment opportunities in our recruiting, hiring, employee development and promotion practices.

Accessibility for Applicants with Disabilities: Zavida is committed to providing accommodations throughout the recruitment and selection process to applicants with disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*. To request a reasonable accommodation, please email karen.maynard@zavida.com or call 905-738-0103 ext. 249. Please provide your name, preferred contact method, and a detailed description of the nature of any accommodation that you may require. Please include any materials or processes that may be used to ensure your equal participation.