

* This position is funded by the Canada Summer Job Grant and will last 8 weeks.

Inventory Analyst

About Goodwill

Goodwill Industries is a non-profit social enterprise which provides work opportunities, skills development, and employee and family strengthening for people who face barriers such as disability or social disadvantage. The aim is to advance individuals, families and communities toward economic self-sufficiency and prosperity.

Goodwill Industries, Ontario Great Lakes, one of five regional Goodwills in Canada, serves communities across Ontario, and employs 950 people on a variety of social enterprise work platforms. The organization is positioned for accelerated growth and is aiming to create 900 new jobs over the next five years.

Inventory Analyst

The Inventory Analyst will assist with forecasting, development of inventory management policies and procedures for ensuring the availability of all necessary materials required, release scheduling of inbound materials and components, and ensuring adequate stock levels for retail and operation requirements.

Role and Responsibilities

- Advise the Manager where inventory levels are depleted or low.
- Utilize inventory control measures for cycles of incoming and outgoing orders with relevant partners.
- Monitor and track inventory and ensure it is delivered direct to departments
- Assist in the development of predictive models to assist with the evaluation of potential business decisions.

- Coordinate and submit timely and accurate inventory control data and analysis for Monthly/Annual Materials Management.
- Monitor inventory levels as material, equipment, merchandise and supplies are issued and transferred.
- Ensure adequate stock levels for production requirements.
- Process incoming requisitions.
- Prepare and maintain all relevant reports.
- Perform other duties as assigned.

Qualifications

- Post-secondary degree in Production Management or Inventory Management considered an asset.
- Experience with a computerized inventory system preferred.
- Superior organization skills and attention to detail.
- Strong verbal and written communication skills required.
- Customer service experience considered an asset.
- Able to work with minimal supervision.
- Proven ability to problem solve.
- Ability to work on a team and independently.
- Must possess a valid Ontario driver's license.