

Materials Planner/ Inventory Analyst

Holland Landing

About Us

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

About the Role

The Materials Planner/ Inventory Analyst position is twofold;

- Coordinate inventory management activities for raw materials within the production facility to ensure accurate inventory levels
- Meet Production and Service needs by processing orders to a portfolio of third party suppliers

Primary Tasks & Responsibilities

- Day to day inventory management including investigating and correcting inventory discrepancies, locating missing product, performing inventory adjustments and stock transfers, maintaining cycle counting program and assisting in the coordination of year-end inventory counts.
- Manage inventory related issues for Engineering Releases including the disposal of obsolete items and performing associated inventory adjustments.
- Manage return goods authorization process with Customer Service and Quality
- Assist in the review and closure of delinquent/past due work orders impacting inventory levels.
- Optimize process by identifying and communicating delinquent work orders affecting inventory. Recommend process improvements and cost savings opportunities in areas of responsibility to support Department cost savings objectives.
- Optimize the cutting of fabric in Platform.
- Ensure that all internal and external communication needs are met including any required contact with own vendors.
- Convert approved department requisitions into purchase orders and send to Suppliers. Record transactions between the vendor and Inscape using computer system.
- Check, clarify and release all orders and schedules in accordance with ISO procedures
- Assist internal customers with product information from Suppliers
- Expedite and escalate supply issues not meeting internal and external Customer expectations
- Other duties as specified by supervisor or manager

Knowledge, Skills, Abilities & Education

- Strong interpersonal, analytical and problem solving skills

- Completion of Post-Secondary education
- 2-3 years' experience in a Manufacturing/MRP environment
- PMAC certificate, CPICS/APICS –enrollment/completion beneficial
- Advanced excel skills
- Solid understanding of BOM structuring in a manufacturing environment
- Familiarity working with MRP in a JIT environment
- Excellent interpersonal, written and verbal communication skills
- Minimum of 5 years purchasing experience
- Ability to work well under pressure and remain focused on tasks

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**