



## **JOB POSTING: Inventory Control Coordinator (Contract)**

**Title:** Inventory Control Coordinator

**Status:** On-site, Full-time, Contract up to 12 months

**Reports to:** Senior Manager, Packing and Warehouse

### **About the Company & Role**

At St. Francis Herb Farm, we work hand in glove with nature to understand, nurture, and extract the healing compounds to be found in the plant world. We are multigenerational herbal artisans who have spent 35+ years researching and cultivating our knowledge and trade. Herbs are our abiding and passionate obsession. We also work closely with Canadian organic farmers who believe in a wholesome back-to-basics way of living and are as committed to it as we are. For more information, visit our website.

Reporting to the Senior Manager, Packing and Warehouse, the **Inventory Control Coordinator** will play a crucial role in supporting the Inventory Control Manager to develop and maintain all relevant inventory processes and areas (raw materials, work-in-process, finished goods). Other responsibilities include forecasting and planning of inventory and materials for consumption or use by manufacturing as well as providing a primary production schedule for day-to-day workflow. This role must also create specific forecasts for items over a given timespan which may be used for inventory management and budgeting purposes, strategic ordering, and vendor selection. Must work closely with other functional areas including procurement, customer service, marketing, sales, and finance. Consistent monitoring of inventory levels, ensuring financial targets are met, while maximizing customer order fill rate and minimizing stockouts is required.

This position is **on-site**, we are looking for an Inventory Control Coordinator from the **Ottawa Valley** to join our team.

### **Duties and responsibilities**

- Assist in developing, communicating, and maintaining master production schedule for the entire manufacturing organization. Areas impacted by the manufacturing schedule includes extraction department, formulations, capsule bottle filling, powder encapsulating, low volume packaging, inline packaging, salve making, and cream and salve packaging.
- Support procurement and technical services for required scheduling and quantities for outsourced manufacturing partners.
- Complete the reporting of RM, WIP, and FG inventory levels and advise supervisor when variance exceeds budgeted/expected levels. Enter all released WIP and finished product into RLA.
- Perform inventory cycle counts monthly and ensure inventory quantities and lot codes are accurately recorded.
- Generate reports for reconciling inventory levels for monthly and year-end cycles.

- Provide weekly update to Sales team and or daily update to customer service, operations, and ecommerce manager on out-of-stock items or upcoming issues.
  - Validate reception of purchase orders for lot# items and input recording on tracker.
  - Monitor aging inventory, create NCMRs for expired products, and follow established protocol for disposal.
  - Create ad-hoc reports and monitor utilization trends and make recommendations to optimize supply chain when needed.
  - Support Inventory Control Manager in working with procurement to determine material requirements and herb ordering priority.
  - Assist in performing inventory forecasting as requested by management.
- Participate in special projects and perform other duties, as requested.

### **Education & Experience Required**

- Post-secondary degree or diploma in Supply Chain Management, or equivalent.
- 1-2 yrs. experience in Supply Chain Management.
- Understanding of ISO 9001 GMP to NNHPD GMP or equivalent.
- Expert in MS Excel, Proficient in Office 365, and ERP system environment.
- Proficient in Microsoft 365 or equivalent: PowerPoint, Word, Excel, Outlook, Teams.
- Fluent in English (verbal and written proficiency).

### **Core Competencies**

- Ability to learn and understand new software easily.
- Ability to work in a high performing and face-paced environment.
- Attention to detail and ability to analyze data and identify trends.
- Effective communication and interpersonal skills.
- Collaborative team player who demonstrates tactical and strategic problem-solving skills.
- Self-directed individual, able to work with little direction and demonstrate ability to anticipate issues and provide recommendations and/or solutions.
- Ability to work independently, learn quickly, have a can-do attitude, and be committed to problem solving.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Ability to prioritize tasks effectively.
- An interest in learning about natural health and the power of plant medicine.

### **Working conditions**

- Work schedule may vary, 40 hours per week based on the needs of the business and may include evening or weekend shifts.
- Core Hours: 7:30 a.m. - 4:00 pm
- Must be available on-site at 50 Lane Street, Barry's Bay ON

### **Physical requirements**

- Manual dexterity to use computer and peripherals.
- Repetitive work.
- Long periods of sitting.
- Able to lift 10 kg.

## What we offer

- Competitive Salary
- Paid Vacation Time
- Paid Personal Days
- Paid Sick Days
- Contract employees are eligible for pay in lieu of benefits, available after the probation period
- Product Discounts
- Training and Development Support
- Social Activities

## Application Information

To streamline our review process, we request that you submit your application materials in a single PDF document. This document should include both your cover letter and resume.

In your cover letter, please confirm that you are aware this role is onsite.

Qualified candidates are invited to submit their email in confidence to [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com) by the end of day **Feb 5, 2024**.

We know your time is valuable and we appreciate your participation. We thank all applicants for their interest in exploring employment opportunities with St. Francis Herb Farm, however only those selected for an interview will be contacted.

Applicants may be subject to a background check and must meet the security criteria designated for the position.

*St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.*