

## **INVENTORY PLANNING ANALYST SUMMER STUDENT – FULL TIME TERM**

Reporting to the Inventory Administrator the incumbent will be working on site at the Central Services Warehouse assisting with the transformation of warehouse inventory from a primarily storage model to a warehousing and distribution methodology. The incumbent will assist with the collection and analysis of warehouse inventory, storage space and bin location data with the objective of reducing obsolescence, increasing inventory turns, improving processes, and optimizing space allocation. The incumbent will participate within the Central Services team while following standard operating procedures within department.

### **Duties:**

- Compare system generated reports to physical inventory.
- Create intricate spreadsheets detailing current inventory details. (Item, space, location, turns, etc.)
- Assist with recommending process and space improvements.
- Compare current inventory turns, space and types to previous year.
- Other project initiatives that arise.
- Perform general office duties as assigned.

### **Primary Qualifications:**

- Minimum of 1 year completed education in a Post-Secondary Institution with a focus towards Supply Chain, Inventory Management or Data Analysis.
- Must be returning to studies the following year.
- Intermediate skills in Microsoft Office (Word, Excel, Outlook).
- A valid class 5 driver's license would be an asset.
- Attention to detail with a high degree of accuracy.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by January 26, 2023.**

We thank all interested applicants, however, only those selected for interviews will be contacted.