



Vibrant Health Products | Job Posting

INVENTORY CONTROLLER

Vibrant Health Products, manufacturer, and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods is looking for an enthusiastic and energetic Project Engineer to join our growing team.

Located in beautiful Abbotsford, BC, we offer competitive wages and benefits, a modern and secure work environment and the opportunity for personal growth and success based on individual performance.

Reporting to the Director of Logistics & Warehouse, the **Inventory Controller** is primarily responsible for managing the inventory control system, maintain product data, rectify miscalculations, review and analyze the results of operations, report findings to management and make recommendations for improvement as necessary.

KEY RESPONSIBILITIES

- Provide leadership and maintain professional business relationships across all departments to create an efficient information channel; share information and keep others informed of important developments
- Develop, document, review and communicate inventory management policies and procedures; coordinate activities to improve performance, productivity and inventory accuracy
- Effectively communicate with senior management and company auditors on all inventory related matters including weekly and monthly reports for inventory evaluation analysis and recommendations; highlighting any areas of concern
- Coordinate with the Finance department for inventory audits and assist in preparation of year-end audit
- Investigate and reconcile discrepancies and variances; determine root causes of the issues recommend possible solutions
- Coordinate with Sales, DC's and 3PL regarding inventory. Ensure accuracy and consistency is maintained
- Oversee inventory control cycle counts and overall physical inventory accuracy
- Remains current with the latest inventory management and material handling tools, technology and procedures
- Compliance with all Health & Safety programs to ensure compliance with regulations; set a positive example by following regulations, including wearing appropriate personal protective equipment and maintaining hazard awareness
- Lead and maintain a positive environment focusing on Lean and continuous improvement initiatives
- Develop a thorough understanding of the company's products
- Assist with and support team projects and duties as required
- Other related duties as assigned



EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- Minimum 2 years' experience of inventory control experience;
- Detailed understanding of MRP and inventory control/management systems and ERP
- Advanced knowledge of Microsoft Office
- Experience of lean manufacturing, Kan-Ban, Kaizen, and continuous improvement or similar production tools would be an asset
- Possess excellent verbal and written communication skills for a demanding and customer focused working environment.
- Strong analytical and problem solving skills
- Sound professional judgment.

CHARACTER TRAITS

- Positive and optimistic attitude;
- Personal values that align with the Company;
- Detail orientated;
- Accurate and efficient;
- Drive for results and excellence;
- Strong initiative and follow through;
- Great team player, collaborative and communicative by nature.
- A wide degree of creativity and latitude is expected.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please submit your resume and covering letter stating **Inventory Controller** in the subject line before the posting close date of **August 18th, 2017**.

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

We thank all applicants for their interest, however, we'll only be able to get back to those who are shortlisted for interview.