

## **Position: Supply Chain Analyst / Inventory Planner**

**Location:** Edmonton, AB, Canada

### **About BioNeutra North America**

Founded in 2003, BioNeutra North America Inc. is seeking to become the premier North American supplier of high quality prebiotic and fiber ingredients and products. We are dedicated to addressing the needs of our customers and consumers in both mainstream and functional food markets.

Our product line provides ingredients for various food systems, contributing to advanced human nutrition and wellness in functional and healthy foods.

Our goal is to move science-based processes into the commercial product marketplace. From our head office and manufacturing base in Edmonton, Alberta, Canada, BioNeutra focuses on providing consistent, quality ingredients for formulators and manufacturers.

With patented processes and product knowledge, we are able to leverage the manufacturing technology platform to discover, develop, manufacture, and market novel functional ingredients for food processors and food product formulators. The key product benefits include dietary fiber, prebiotic function, and low caloric nutritive sweetener.

### **What you will do:**

- ❖ Plan orders to optimize inventory investment according to forecast and purchase plan
- ❖ Review inventory forecast/planning parameters on a regular basis and at the direction of the management
- ❖ Monitor and improve inventory performance of stock items. Analyze and review the inventory movement data and recommends strategies
- ❖ Work with customer service, sales and operations departments to obtain information on customer requirements and resolve issues
- ❖ Coordinate with logistics service providers on transportation quotes and products deliveries, resolve importation issues and logistics incidents where applicable to drive continuous improvement.
- ❖ Work with suppliers on products availability, service, quality, claims and pricing issues
- ❖ Transact inventory movements in ERP system. Generate reports (inventory projections and consumption, sales forecast, obsolete stock and aging inventory, etc.) on the regular basis.
- ❖ Support monthly and annual inventory counts. Review and resolves variances.
- ❖ Support warehouse with inventory receiving, picking and packing products and deliveries to customers
- ❖ Support development of departmental performance measures and track progress to established KPIs
- ❖ Support the organization in regard to ongoing opportunities and approaches to improve team and stakeholder communication and reporting
- ❖ Perform other duties as assigned

## **What you will require:**

- ❖ Post-secondary diploma or degree in business or science
- ❖ 3--5 years of related work experience
- ❖ Supply Chain Certification (PMAC, APICS/ASCM, SCMA, etc.) or working toward it is an asset
- ❖ Strong organizational, written and oral communication skills, high attention to detail are required
- ❖ The successful applicant must also demonstrate initiative, autonomy, ethics and the ability to analyze alternatives
- ❖ Proficiency with all Microsoft Office products (Excel, Word, Outlook, PowerPoint)
- ❖ Familiarity with ERP – MRP – WMS systems is an asset

## **Why work at BioNeutra?**

BioNeutra s having the best people in the chemical industry – people who are totally dedicated to meeting customers' requirements the first time and every time.

At BioNeutra, our culture is second to none. We strive to create a friendly, welcoming, high-performance environment where every idea and initiative is given the respect and attention it deserves.

This position offers:

- ❖ Attractive compensation package
- ❖ Medical/dental benefits
- ❖ Career advancement and mentoring
- ❖ The best co-workers around!

## **Physical Demands**

This job generally has physical demands and an employee needs to meet some minimum physical requirements in order to perform this job. Some of these requirements include standing for long periods of time, squatting, twisting, bending, and lifting, carrying, pushing, and pulling materials and objects weighing 10-55 lbs. (or more) regularly.

## **How do I apply?**

Please send your resume and cover letter in Word or PDF format to [hr@bioneutra.ca](mailto:hr@bioneutra.ca). Please indicate the job title (Supply Chain Analyst) and location in the subject line of your email. Please note that candidates are subject to background and reference checks. Thank you for your interest in BioNeutra.