



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/11/10

## Retail Inventory Control Associate

<b>Job ID</b>	<b>1F-C0-48-15-6E-30</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=1F-C0-48-15-6E-30">https://careers.indigenous.link/viewjob?jobname=1F-C0-48-15-6E-30</a>	
<b>Company</b>	Northwestel Inc.	
<b>Location</b>	Yellowknife, Yukon	
<b>Date Posted</b>	From: 2024-09-26	To: 2024-10-26
<b>Job</b>	Type: Full-time	Category: Telecommunications
<b>Languages</b>	English	

### Description

The Northwestel Retail Team is looking for an engaged, analytical and detail-oriented individual to join us as our new Retail Inventory Control Associate! This role is responsible for ordering and tracking inventory, vendor relations, analyzing reports, identifying cost reduction opportunities in Cost of Goods Sold, and advising Management on best inventory management practices. Training on the job will be provided. Apply today to take part in this exciting development opportunity!

#### Specific Accountabilities

- \* Review and analyze proposed Inventory re-order reports for all retail locations.
- \* Place replenishment Purchase Orders for required Inventory based on criteria supplied and/or set by Management (e.g. Inventory Turn requirements, Inventory Level requirements, Customer Orders, etc).
- \* Expedite Inventory Purchase Orders as required ensuring Inventory is on-hand to fulfill all requirements and update in MMS and Windterm.
- \* Ensure costs are accurate and up to date for all Inventory items.
- \* Work with the Store Managers to ensure accurate and up to date Inventory re-ordering data (e.g. reorder points, reorder \* quantities, minimums, maximums, etc).  
Review all Inventories regularly. Issue weekly cycle counts and complete quarterly write-offs while monitoring and maintaining inventory loss budget.
- \* Recommend to Management alternate Inventory reduction programs or initiatives, such as Returns to Vendor for unproductive inventory products, end of life product discounts etc.
- \* Transfer Inventory between Retail locations to incur the most efficient use of Inventories overall.
- \* Liaise with Suppliers to determined alternate product opportunities and any cost savings opportunities.
- \* Interface with user departments to identify seasonal Inventory requirements, order and manage as required.
- \* Review new Inventory requests with user departments to identify forecasted requirements and establish stocking levels and Customer demands.
- \* Generate inventory and sales reports to manage high and low sales of products, negative quantities, outstanding PO's, etc.

- \* Assist in Retail projects and merchandising planning as needed.
- \* Monitor and manage Cost of Goods budget.
- \* ADD - Issue and lead yearly full inventory count.
- \* Upload invoices to Bell in a timely manner and complete coding in APSS to ensure all invoices are paid within a reasonable timeframe.
- \* Maintain the relationship with vendors and handle all shipping/transportation/billing issues that arise.
- \* Work with Finance to monitor inventory levels in SAP vs MMS and determine the cause of any discrepancies and collaborate to seek remediation.
- \* Monitor the sales of Prepay vouchers and complete monthly reconciliation.
- \* Lead work with Maplewave to ensure the POS system is updated frequently to include new plan codes, Bell initiatives and device launches.
- \* Work with ISD on cellular OCS program.
- \* Participate fully in our organizational health and safety programs, adhering to all safe work practices and procedures and staying focused on continuous improvement. In addition, ensuring all Accident Prevention Program (APP's) training, all Code of Business Conduct (CoBC) training, and all other Occupational Health and Safety (OHS) training are completed on time.
- \* Timely completion of all administrative tasks including, but not limited to time reporting, expense reporting and submission of corporate card statements.

### **Experience**

- \* Minimum grade 12 education and demonstrated basic numeracy and literacy skills.
- \* A certificate in Inventory Management or 2 years previous experience in Inventory Control Procedures.
- \* A diploma in business or finance would be an asset
- \* Working knowledge of Cycle Counts, Inventory reconciliation and Inventory Management.
- \* Previous experience using MMS and Windterm Inventory systems, or a similar inventory system is required.
- \* Computer literate with advanced experience in Microsoft Excel and Word.
- \* Business Intelligence Program certificate with focus on account and bookkeeping or 2 years equivalent experience
- \* Minimum 30 wpm typing speed.
- \* As part of the recruitment process for this position, candidates may be required to take pre-employment tests and/or complete work simulation exercise to assess job fit.

### **Other**

#### What We Offer You

- \* Health & Wellness Benefits, Pension Plan, Discounts
- \* Team Incentive Bonus
- \* Paid Vacation with a Vacation Travel Allowance
- \* Work-Life Balance
- \* Community Involvement

Applications will be reviewed as they are submitted. Posting will remain active until the position is filled.

As a safety conscious COR, a Certified organization, we have an established and comprehensive safety program. We expect all employees to participate in our organizational health and safety

programs, adhering to all safe work procedures focused on continuous improvement. Northwestel values diversity in the workplace and is committed to the goals of Employment Equity. We strive to achieve a skilled workforce that is representative of the population we serve, and as a Northern company, we are committed to the employment and career development of our Indigenous peoples. Candidates must clearly indicate on their application if they are an Indigenous person, a woman, a person with a disability, or a visible minority if they wish to receive hiring preference.

**How to Apply**

Click 'Apply Now'