

Job Description

Methods Analyst I - Inventory Planner Job Number 51587

The Edmonton Police Service has an opportunity for a motivated Inventory Planner able to work in a fast-paced environment as part of the Supply Logistics Section. Reporting to the Manager, Supply Chain & Warehousing, the Inventory Planner is responsible for overseeing the management of inventory levels for stocked uniform items, protective equipment, police accessories, stationery, and other materials essential to support policing services, responsibilities of this position will include:

- Control, maintain, and monitor SAP material requirement planning (MRP) parameters and transactions for assigned plants.
- Demand Forecasting and Analysis.
- Ensure the accuracy of inventory data and balances within SAP, taking proactive steps to prevent variances, excess inventory, or stockouts.
- Manage the inventory lifecycle from initial stock.
- Analyze material classifications.
- Collaboration with EPS Business Areas and Stakeholders.
- Implementation of Process Changes
- Troubleshoot and resolve issues related to business requirements, inventory classifications, and material flow.
- Assist in the development and implementation of new inventory management procedures.
- Build and maintain strong relationships with internal departments, divisions, vendors, and stakeholders.
- Other related duties as required.

Qualifications

- University graduation in Business Administration, Industrial Engineering or a discipline as required by area of specialization.
- A minimum of two (2) years of experience in an Inventory Management and Warehousing Environment, including purchasing and supply chain management.
- A minimum of two (2) years of experience in a SAP ERP environment, utilizing inventory planning modules would be an asset.
- SCMP (Supply Chain Management Professional) designation would be an asset.
- Proficiency with Microsoft Office applications, particularly Excel (e.g., advanced formulas, pivot tables, and data visualization).
- Strong understanding of inventory planning principles, lifecycle management, and forecasting techniques.
- Knowledge of inventory classification and optimization strategies (e.g., ABC analysis, safety stock calculations).
- Ability to analyze large datasets, identify trends, and develop actionable insights.
- Strong decision-making skills to balance service levels, cost efficiency, and inventory risk
- Effective verbal and written communication skills to interact with internal clients, vendors, and stakeholders.
- Experience in process improvement initiatives and the ability to develop and implement streamlined workflows
- Applicants may be tested.
- As part of your pre-hire screening you will be required to complete an Enhanced Security Clearance. Should you accept employment with the Edmonton Police Service you acknowledge and agree to participate in future Enhanced Security Re-Clearances at scheduled intervals or in any other circumstances, exigent or otherwise, as required by Human Resources Division.

Hours of Work:

40 hours per week, 0800 – 1630 hours Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range:

21B, Salary Grade: 024, \$38,908 - \$48,609 (Hourly), \$3,112.60 - \$3,888.70 (Biweekly), \$81,239.90 - \$101,495.59 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.
- Include a current resume and covering letter with your online application.
- Please note that the option to work remotely is not available at this time.

The Province of Alberta is a party to the Federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility with British Columbia and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the Provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca.

HR Technician: BS

Classification Title: Methods Analyst I

Posting Date Jan 24, 2025

Closing Date Feb 07, 2025 11:59:00 (MST)

Number of Openings (up to) 1 - Permanent Full-time

Union : CSU 52

Department Edmonton Police Service

Work Location(s)

Edmonton T5G 2S7

