

Job Posting
Inventory and Materials Management Analyst
Nanaimo, BC

THE OPPORTUNITY

We are recruiting for an **Inventory and Materials Management Analyst** to join our team in **Nanaimo, BC**.

What You'll Do: Provide support to mill inventory control personnel, maintain the materials master of WFP parts, analyze materials, and maintain WFP part number allocation on new materials. You will also drive systems and process improvements with vendor management looking to automate the new vendor request and approval process and integration of this data across required applications.

Who You Are: You understand the challenges of multiple site inventories, bring your problem-solving skills, and strong Supply Chain and Inventory management initiatives. Ultimately, you are tasked with ensuring all of WFP's departments have adequate access to the materials they need. If you are an experienced individual who is passionate about working with stakeholders to collectively seek to standardize, simplify and streamline processes, then we would love to speak with you.

Work Environment: While this position is currently a work from home role during Covid, in the future (likely September, 2021) we anticipate this to transition towards a hybrid model with a mix of working in the Nanaimo office, at our various operations, and from home.

RESPONSIBILITIES

Inventory Management

- Own and administer vendor profiles;
- Vet completeness of vendor applications, and assist as required with input:
 - Vendor templating upon vendor creation
 - Evaluate and recommend inventory parts numbers and listings
 - Review vendor updates prepared by procurement team
 - Support Mills in cycle count efforts on monthly, quarterly and annual basis
 - Collaborate with management to plan forecasting
 - Coordinate, assist and work collaboratively with IT division on suitable system modification
 - Propose quarterly archiving of vendor details
- Continuous process improvement including:
 - Optimize new vendor template
 - Investigate and propose integrated form and vendor files
 - Singular vendor data location, referenced by all required systems (versus dual maintenance)

Materials Management

- Maintain the Materials Masters (BOM) for the entire company;
- Work with management to identify supply needs;
- Recommend solutions to existing processes to reduce waste and increase efficiencies;
- Record and assess all materials both stock and non-stock, quality and movement;

- Support in review and disposal of obsolete materials;
- Support subordinates and new employees;
- Prepare and file detailed records on materials; and
- Understand and maintain ERP systems used for materials.

Other Vendor Management Support

- Support internal and external system, process and vendor audits;
- Support Procurement initiatives, analysis and process improvement:
 - Participate in in SKU Min-Max, Economic Order Quantity, Critical spares and Obsolescence process development and implementation
 - Work collaboratively with operations on bill of materials process (creation and maintenance)
 - Assist operations in identifying non-active bill of materials (asset recovery)

QUALIFICATIONS

Education and Experience

- Undergrad Degree in Business, Commerce, Materials Science or Logistics;
- Professional Designation or in Progress (SCMA – SCMP) – preferred;
- A minimum of 5 years’ experience in similar role;
- Proven Managerial experience is a bonus;
- Solid understanding of supply chain and inventory management processes: cycle counts, min/max concept, 80/20 rule as it applies to Inventory and ABC analysis of inventory; and
- Experience with vendor management.

Skills, Knowledge and Required Competencies

- Well-developed communication skills, both verbal and written;
- Analytical mindset with problem – solving abilities;
- A good working knowledge of MS Office applications (Outlook, Excel, Word);
- Experience with current enterprise ERP systems;
- Detail focused and strong ability to multi-task with strong organizational skills;
- Ability to work with tight deadlines and prioritize tasks;
- Ability to work effectively with all levels of the organization, including building relationships with consultants, application support providers and vendors; and
- Ability to analyze and train personnel on inventory Management.

YOUR CAREER

At Western Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and recognition. From our timberlands to mills to our corporate and regional offices, we offer rewarding opportunities in every facet of our business.

WESTERN OVERVIEW

Western Forest Products is a leading forest products company that manufactures high-quality wood products and sustainably manages forests. Headquartered in Vancouver, British Columbia with operations in the coastal region of B.C. and Washington State, Western meets the needs of customers worldwide with a specialty wood products focus and diverse product offering. Our large investment in manufacturing and progressive approach to safe and sustainable forestry practices ensures the health and prosperity of our business, forests and communities for generations to come.