



# Buyer (Inventory Planner)

North Vancouver, BC



Supplies



Equipment



High-Tech



Service



Design



Financing

Sinclair Dental is a proud leader in the Dental Supply Industry, distributing over 20,000 unique dental products. We're privately owned, and we are growing. Our success is due to our entrepreneurial spirit and our unwavering commitment to customer excellence. Join our team of more than 600 employees across Canada.

*Do you feel you have gone about as far as you can in your current job?*

## Opportunity knocks

As a Buyer (Inventory Planner), you will review Sinclair's inventory status weekly to ensure the stock is maintained at optimal levels. You will prepare purchase orders, submit them to the vendors, and check the confirmations of 1,000+ SKUs. You will communicate with internal parties as needed, ensuring timely inventory replenishment. You will solve delivery issues by monitoring open PO's and communicating with vendors as required. Also, you will update PO's costing, process special & rush orders and oversee initial inventory & replenishment for new product launches, discontinuations and product turnovers. In addition, you will maintain effective communication with the Receiving Team, Customer Service and Sales.

## Your story

You studied supply chain or purchasing (PMAC, APICS, SCMP or equivalent) and possess a minimum of 1-year experience in a buying/inventory planning role, preferably in a wholesale environment. You are confident working with manual & computerized processes and systems (ERP/MRP). You have excellent knowledge of purchasing concepts, practices and procedures, and you possess a good level of Microsoft Office knowledge, especially Excel. You have good English communication skills, both oral and written, and you are detail-oriented by nature, anticipate the inventory needs, enjoy teamwork, and work under little supervision. You love to be challenged, with proven ability to multi-task, face deadlines naturally, and you are quickly adaptable to various and frequently changing requirements.

## What's in it for you?

In return, you will be partnering with a successful, growing company in a strong market. You will receive a competitive salary, extensive benefits coverage, plus the chance to work with an amazing team (if we do say so ourselves)!

## What you need to do now

If you feel this is the next chapter in your career, please apply now at <https://www.sinclairdental.com/careers!>

Applicants with disabilities may notify Human Resources of any accommodations needed to support their participation in the recruitment process.

We know that exploring a new career opportunity takes considerable time and energy. We sincerely appreciate your interest in Sinclair Dental.