



intertape polymer group™

MRO Inventory Control Coordinator

Intertape Polymer Group Inc. (IPG) is an acknowledged leader in the packaging industry. Leveraging its advanced manufacturing and technologies, extensive research and development capabilities and a comprehensive strategic acquisition program, the company believes it has assembled the broadest and deepest range of products in the industry. IPG is a recognized leader in the development, manufacture and sale of a variety of paper and film based pressure sensitive and water activated tapes, polyethylene and specialized polyolefin films, and complementary packaging systems for industrial and retail use. Additionally, IPG is a leader in the woven coated fabrics industry. Its performance products, including tapes and cloths, are designed for demanding aerospace, automotive and industrial applications and are sold to a broad range of industry/specialty distributors, retail stores and large end-users in diverse industries.

Intertape Polymer has a competitive compensation and benefit package and is committed to providing a safe work environment.

We are seeking a MRO Inventory Control Coordinator to join our manufacturing plant located in Truro, Nova Scotia.

What you'll do:

- Order stock, non-stock materials and services in a way to avoid material shortages
- Receive and process all materials, ensure all materials leaving stockroom are properly signed out of inventory
- Takes care storage of materials in the proper bins and label if required
- General housekeeping in the stockroom area
- Always look for improvement in flow of material(handling), shipping cost and material cost
- Conduct inventory counts and maintain SDS/MSDS database
- Vendor information maintenance (add, update and make inactive)
- Perform data analysis and generate reports for purchasing and accounting departments

Qualifications - What we're looking for:

- Community college diploma in business or supply chain management preferred. A combination of relevant experience and education may be considered.
- Experience in stockroom, inventory management and warehousing would be a strong asset.
- Organized
- Attention to detail
- Proficient in querying databases to generate MS Excel spreadsheet reports
- Familiar with ODBC interfaces and VBA to present database information
- Experience with a computerized inventory management program an asset
- Good knowledge in lead time, safety stock and order cost



Please reply in confidence to:

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Intertape Polymer is an Equal Opportunity Employer. We thank all candidates for applying but only those selected for interview will be contacted.