



## **Inventory Buyer Analyst**

### **Designated office:**

Eastlink  
6080 Young St,  
Halifax NS B3K 5M3

### **This position is:**

100% on-site, reporting to the designated office

Eastlink is a family owned, entrepreneurial and innovative company headquartered in Halifax, Nova Scotia. We take great pride in being a leader in delivering creative competitive, customer focused telecommunications solutions, and connecting our customers to the things and people that matter most. Serving a customer base across seven provinces, our advanced solutions include Internet, Mobile, TV, Telephone, Security and Automation, Data Communications, and exclusive locally produced programming on Eastlink Community TV.

We embrace diversity, inclusion, equity, and accessibility throughout all levels of the organization and encourage members of equity groups to self-identify during the application process.

Our Procurement teams ensure the cost effective and efficient management of purchasing of materials, services, and inventory for all Canadian operational areas of Bragg Communications Inc. (BCI) and to ensure all materials/supplies and services required are delivered to specifications, quality, quantity, and schedule, at the most cost-effective price, while ensuring business practices are compliant with laws, regulations, company policy, philosophy, and values. The Inventory Buyer Analyst is key to ensure competitive sourcing practices and inventory optimization.

### **Job Responsibilities:**

- Establish cost effective supplier agreements through conducting market approaches (RFI's Bids, RFP's, RFQ's and Tenders), conducting commercial analysis, developing recommendations, negotiating agreements and supplier agreement implementations in the business.
- Resolve supplier performance issues on price, timely delivery and quality of delivery.
- Monitor supplier price compliance and contract leakage to ensure best value for the business.

- Review, validate, and process purchase requisitions to ensure accuracy, appropriate sourcing, pricing, delivery requirements, and compliance with established contracts and purchasing policies.
- Source and purchase materials and services by requesting quotations, supporting competitive bidding, and selecting cost-effective solutions that meet operational requirements.
- Administer assigned purchasing programs and shared service contracts, including procurement card administration, contract tracking, and monitoring adherence to corporate purchasing policies.
- Optimize inventory investment through demand forecasting, maintaining minimum and maximum stock settings, monitoring supplier lead performance, and proactive management of excess, obsolete & distressed inventories.
- Monitor supplier delivery performance and inventory availability by initiating replenishment, tracking open orders, and expediting as needed to minimize service disruptions.
- Maintain purchasing and inventory systems and tools, including user access, supplier catalogues, and procurement card programs, to support efficient and compliant purchasing processes.
- Collaborate with internal stakeholders to resolve purchasing or inventory issues, improve processes, and support continuous improvement initiatives.

### **Job Requirements:**

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field.
- Procurement or Supply Designation or certificates would be considered an asset.
- 5 years of experience in purchasing, inventory management, or supply chain operations.
- Strong analytical skills with experience in data-driven decision-making.
- Proficiency in supply chain systems and tools (e.g., ERP, procurement platforms).
- Advanced knowledge of Microsoft Excel
- Excellent communication and collaboration skills.
- Knowledge of contract management and compliance practices.
- Experience with procurement card programs and shared service models is an asset.

### **Why Choose Eastlink?**

Eastlink operates in a culture of continuous improvement through listening, learning, and adapting, which enables us to respond quickly to the evolving needs of both employees and customers. We recognize that our truly greatest competitive edge is our people and that delivering a great customer experience begins with a great employee experience. Our philosophy of developing and training our team “on the ground” not only helps to create a strong onboarding experience but also readies employees for future growth opportunities within the organization.

Get your career started with us and stay with us, your journey begins here!