

**Job title:** INVENTORY ANALYST

**Department:** Purchasing

**Reports to:** Purchasing Manager

**Job purpose:** With close to 100,000 items in TENAQUIP's catalogue and 250,000 sq ft of warehousing, our team of inventory analysts must vigilantly manage and replenish stock accordingly in order to maximize efficiency.

**Responsibilities:**

- Regular maintaining of TENAQUIP's inventory turns & fill rates.
- Preparing purchase orders & notifying vendors of PO changes.
- Contacting vendors concerning on rate adjustments or shipment of incorrect materials.
- Verifying invoices for SKU discrepancies
- Preparing various stock level reports
- Contributing / Participating in weekly buyer's meeting.
- You may be required to carry out other duties, as are within your capabilities and level of responsibility, in order to meet the needs of the business.

**Qualifications:**

- ✓ Bilingual (English and French)
- ✓ Proficient in MS Excel.
- ✓ Applied knowledge of inventory management, cost carrying, min/max, and logistics.
- ✓ Purchasing Management Association of Canada (PMAC) designation preferred.

*Qualified applicants should send their résumés to [hr@tenaquip.com](mailto:hr@tenaquip.com)*