

## **Job description**

### **Procurement and Inventory Coordinator**

NEXE INNOVATIONS INC. develops materials and technology for compostable single-serve packaging to confront the global problem of plastic pollution. We are seeking a qualified **Inventory and Procurement Coordinator** to join our team who can deliver effectively and on-time on the objectives of NEXE's production and operation-related initiatives.

We are looking for an inventory coordinator who is detail-oriented, exceptionally organized, able to manage complex systems, and who has excellent communication, math & analytical skills, and relevant computer software know-how. Inventory coordinators can expect to work with associated documentation, complete tasks alone and in teams, manage multiple inventories, and report to and advise company management.

Successful inventory coordinators should have a few years' experience in inventory control, excellent time-management skills, and knowledge in organizational techniques. Ideal candidates will also be able to work extended hours if needed, and have experience in building strong working relationships.

NEXE is on a mission to replace everyday products with plant-based materials. Our work atmosphere is safety-focused, supportive, collaborative and performance-driven. We are committed to continuous improvement and the growth of our employees, with programs that support learning, engagement and career advancement. Are you ready to join a successful team where your contribution makes a difference?

### **Responsibilities and Duties of the Injection Molding Machine Operator will include:**

- Performing complete inventory checks of all stock and supplies as required.
- Ensuring all documentation related to inventory flows is complete, accurate, signed appropriately and filed correctly.
- Identifying, analyzing and addressing gaps in inventory processes.
- Overseeing on-time shipments of products
- Administer all shipments received into the facility
- Maintaining productivity, delivery reliability, safety stock levels, receiving schedules, inbound freight maximization, promotion and inventory turns goals
- Identify and address all defects received with respect to acceptable standards ● Communicating regularly with stakeholders and suppliers with respect to shipments and any delays
- Create purchase orders for centre-ordered products
- Assist with the preparation and organization of Physical Inventory
- Meeting supply chain objectives.
- Occasional opportunities may come up from time to time which require the expertise of the Inventory Control area
- Researching and identifying prospective suppliers;

- Evaluating and comparing products and services to determine best fit for organization's needs;
- Preparing proposals, obtaining quotes, and negotiating accordingly.

**Skills and Knowledge:**

- Fork-lift driving experience/license and First Aid Training is an asset.
- Excellent communication, problem solving and organizational skills and ability to manage multiple tasks and prioritize activities
- Positive attitude and enjoys working in a fast-paced environment with diverse teams. • Strong analytical and mathematical skills
- Experience with Microsoft Office 365 (specifically, Outlook, Excel, and Word) and Microsoft Dynamics 365 ERP Platform or an equivalent ERP Platform.
- Embraces change and interested in organization improvements.
- Eager to learn and take on challenges.
- Strong communication and time-management skills;
- Ability to use Microsoft Office and Google Suite Products;
- Fluency in spoken and written English.

**Job Type: Full-time**

**Experience and Education:**

- 3+ years working in Procurement and Inventory Management
- Degree, Diploma, or Certificate in Supply Chain or a related field

**How to apply:**

If you are interested in this position, send us your resume.

While we thank all applicants for their interest, only those shortlisted will be contacted.

**Job Type: Full-time**