



### **Junior Purchasing Analyst – Hard Goods**

Rolf C. Hagen Inc., a worldwide manufacturer and distributor of leading pet supplies, is seeking a Jr. Purchasing Analyst to join its Hard Goods team at our Baie D’Urfé, QC Head Office. Reporting to the Canadian Purchasing Manager, the successful applicant will be responsible for demand planning, inventory control, and manage day-to-day activities in his or her assigned vendor network.

#### Responsibilities:

- Review inventory levels using the Company’s replenishment tools to ensure adequate months of supply and optimal fill rates for all SKUs under his or her care
- Create purchase orders and expedite to vendors based on stock requirements
- Follow-up with vendor to ensure receipt of order and ensure timely departure of goods
- Create receivers in ERP system upon time of shipment of ordered goods
- Check accruals once shipment has been received to ensure accrual matches invoice
- Make recommendations for slow moving SKUs for discontinuation periodically throughout the year
- Support Canadian Sales Team for any product queries (SKU availabilities, ETAs, etc.) and support promotional & TPR activities
- Other tasks as deemed necessary by Manager

#### Education/Qualifications:

- B.Comm. in supply chain management, finance, or international business; or a college level diploma is a requirement
- 2-3 years of experience in a related field
- Purchasing knowledge including basic skills of procurement (order points, line points, demand, safety stock levels, months of supply, surplus and discontinued stock)
- Excellent analytical and communication skills including ability to follow-up
- Time management skills and the ability to multitask in a fast-paced environment
- Intermediate computer skills including Excel, Word, and Outlook
- Knowledge of Elite Tecsys and Cognos would be considered an asset
- Bilingualism would be considered an asset

#### What we offer:

- Competitive salary including enrollment in DPSP program
- Flexible working hours program
- Subsidized meal plan with on-site cafeteria

If you are passionate about taking this next step in your career and wish to be part of a successful company, send in your CV and cover letter today to [hresources-can@rchagen.com](mailto:hresources-can@rchagen.com) & [Justin.Hagen@rchagen.com](mailto:Justin.Hagen@rchagen.com).

We thank all applicants who apply, but only those selected for an interview will be contacted.