

Purchasing Analyst

Rolf C. Hagen Inc., a worldwide manufacturer and distributor of leading pet supplies, is seeking for a Purchasing Analyst to join its Consumables team at our Baie-D'Urfé, Head Office. Reporting to the Purchasing Director, the successful applicant will be responsible for executing demand planning, inventory control and will be responsible for overseeing the day-to-day purchasing activities within their assigned areas. This includes but is not limited to: replenishment of current inventory, removal of non-moving inventory, insuring replacement, cost accuracy and accrual maintenance.

Responsibilities:

- Preparing daily, weekly and monthly analytical reports related to purchasing and inventory function
- Review inventory levels through system and support buyers to create vendor purchase orders
- Review and maintain purchasing parameters on items within system to provide proper service levels to our customers
- Work with sourcing lead team to ensure the product data base has accurate pricing, costing, product descriptions, and vendor information
- Expedite and track all outstanding orders
- Make recommendations for major purchases of materials based on anticipated changes in pricing or unusual availability situations
- Other responsibilities as deemed necessary

Qualifications:

- 1 - 5 years of experience in business/accounting, and Purchasing analytical skills
- Advance level Excel, intermediate Word and Outlook skills
- Excellent communication and time management skills
- Self-motivated, positive attitude, able to multi-task within a fast-paced environment
- Knowledge of Tecsys Elite would be an asset
- Purchasing knowledge including basic skills of procurement – order points, line points, demand, safety stock, excess and dead stock

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

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