

Global Sourcing Administrative Associate

Rolf C. Hagen Inc., a worldwide manufacturer and distributor of leading pet supplies, is seeking a Global Sourcing Administrative Associate to join its Global Sourcing team at our Baie-D'Urfé, Quebec Head Office. Reporting to the Vice President of Global Sourcing, the successful applicant will be responsible for item set-up on the ERP system, global vendor reporting with statistical summaries, monitor incoming global vendor invoices, and other tasks as specified below.

Responsibilities:

- Print daily reports (turnover, NILs, order registry, etc.)
- Print global daily invoices (Asia & Europe)
- Prepare monthly vendor summary statistics
- Generate special orders / drop ship POs for components to various vendors
- Create and process receivers for such drop ship orders
- Issue drop ship invoices
- Set-up new vendors in the ERP system (Elite Series)
- Component management for Hagen Industries
- Item warehouse set-up (across multiple modules in Elite Series)
- Item discontinuation (and weekly announcement to Purchasing, Sales, & Operations)
- Generate Vendor Reviews (VR27 in Cognos)
- New item release (follow-up & execution)
- Canadian item coding
- New item number assignment
- Price adjustments at both vendor & Canadian selling levels (and updating Canadian price list spreadsheet—from VP)
- Communicate between Global Sourcing, and Hagen Canada market (Sales, Marketing, Operations, IT)
- Other related activities including printing global reports, mold agreements, and preparing vendor files for Asia trips

Education/Qualifications:

- College Diploma in Purchasing, or Supply Chain Management (anything above that would be considered an asset)
- 3-5 years of experience having worked in an administrative role in replenishment, or purchasing
- Familiar with POs, item set-up and global reporting
- Excellent analytical and communication skills
- Time management skills and the ability to multitask in a fast-paced environment
- Intermediate to advanced computer skills including Excel (data presentation specifically), Word, and Outlook
- Knowledge of Elite Series Tecsys and Cognos would be considered an asset
- Bilingualism would be considered an asset

What we offer:

- Competitive salary including enrollment in DPSP program after six months
- Flexible working hours program
- Subsidized meal plan with on-site cafeteria
- On-site fitness facilities

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 & Justin.Hagen@rchagen.com.

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