

Junior Purchaser – Hard Goods

Rolf C. Hagen Inc., a worldwide manufacturer and distributor of leading pet supplies, is seeking a Jr. Purchaser to join its Hard Goods team at our Baie D’Urfé, QC Head Office. Reporting to the Lead Purchaser – Hard Goods, 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

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
- 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 & Justin.Hagen@rchagen.com. We thank all applicants who apply, but only those selected for an interview will be contacted.