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CO-OPERATIVE GROCERY, INC.

RECEIVING & INVENTORY ANALYSIS LEAD

POSITION SUMMARY

The Receiving & Inventory Analysis Lead (Receiving Lead) reports to the Operations Team at The Mustard Seed Co-op, with responsibility for operational processes that involve receiving, monitoring, and reconciling the Co-op's inventory. (The Operations Team oversees the Co-op's operations, and includes the Produce Manager and Retail Operations Lead, along with delegated Board members). The Receiving Lead will oversee and document all goods entering the Co-op, including physically and electronically accepting supplier deliveries. This Lead will provide advice to the OT on inventory and systems improvements, advancing the Co-op's operational and financial objectives. The Receiving Lead may be delegated to provide oversight to the staff team as part of their operations responsibilities.

With support from the Operations Team (and the Sourcing and Marketing Teams), a Receiving & Inventory Analysis Lead has:

KEY RESPONSIBILITIES

- Oversee receiving of deliveries appropriately into stock, including refrigerated/frozen products as appropriate, verifying products against delivery invoice; correct delivery invoices where stock is not supplied correctly
- Identify damaged or short deliveries on the specified documentation, and address with suppliers
- Oversee coordinated system of Purchase Orders, inventory procurement, and receipt of goods
- Maintain Catapult data of current listed products, including re-order units, quantities, intervals, costs, and prices
- Conduct Quality Assessment and Quality Control on inventory data on a regular basis to ensure accuracy of inventory
- Book receipts into Catapult inventory and initiate payment process through to bookkeeper
- Co-ordinate with Operations Team to ensure that new stock placed has current pricing set in POS and on shelf tags
- Work with Operations Team on analyzing POS data to improve product management
- Follow up with suppliers regarding shorts, damages, and back-orders
- Assist with regular stock-taking and periodic inventory processes
- Review sales and margin data in co-operation with the Operations Team
- Train and support staff as new processes and efficiencies are developed and implemented
- Maintain a clean and well organized receiving area and refrigerated / frozen storage units
- Oversee the waste tracking and disposal processes
- Place orders for new and replenishment products

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The Receiving & Inventory Analysis Lead will include occasional responsibilities of Day Maker retailing & other duties as assigned.

DESIRED SKILLS AND EXPERIENCE

- Understanding and embrace of The Mustard Seed's Sourcing Priorities
- Knowledge and experience of dealing with grocery suppliers
- Knowledge of current grocery price points and experience in setting prices to achieve margin targets
- Understanding of The Mustard Seed's business operations, financial position, and competitive advantages
- Knowledge of regional seasonality, organic and natural food producers, and production methods an asset
- Experience of setting re-order requirements and maintaining inventory at appropriate levels
- Aptitude using Catapult Point of Sale system
- Availability to work retail hours during daytimes, evenings, and weekends as required
- Day-Making customer service skills
- Organized and consistent follow-through on commitments, with demonstrated ability to handle multiple demands
- Excellent communications skills -- both listening and explaining
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Understanding of and appreciation for co-op values and principles and working in a co-operative workplace
- A passion for or interest in learning about food, food security issues, and/or food politics is an asset

PHYSICAL DEMANDS

- Required frequently: standing, walking, kneeling, squatting, bending, reaching, lifting up to 50 lbs

Reports to: Produce Manager
Hours: Full time (flexible)

HOW TO APPLY

- Application deadline is **February 9, 2018 at midnight.**
- Applications must include a resume and cover letter in one .pdf with brief answers to the following questions:
  - What skills would you bring to this position? What computer skills do you possess?
  - Why are you interested in taking on this position?
  - What computer skills do you possess?
- Submit applications by email to **hr@mustardseed.coop** with **Receiving & Inventory Analysis Lead** as the subject.

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The Mustard Seed Co-operative Grocery is an inclusive and equitable employer committed to a living wage and encourages applications from qualified candidates that reflect the diverse populations of Hamilton, ON.

mustardseed.coop info@mustardseed.coop
themustardseedcoop @mustardseedcoop

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