



JOB POSTING

Inventory and Operations Analyst

Closing Date – March 1, 2010

The Opportunity:

We are currently seeking candidates for the role of Inventory and Operations Analyst at Genuine Health. This position provides support to the Inventory and Operations departments, with major responsibilities including: month-end inventory reconciliation, creation and maintenance of all product SKUs, point of sale (POS) tracking and receipts, handling Mass purchase order inventory, and department reporting and analytics.

About Genuine Health:

At Genuine Health we are inspired by our customers, our people, our products and our passion for health. Our vision is to provide the most superior products for a healthy and vibrant life. Over the past ten years the company that started with one product is now one of the largest natural products companies in Canada. Our products are available across Canada in over 4000 stores and our business is currently expanding within the United States and Canada. We offer a positive working environment, competitive compensation and benefits, and the opportunity to contribute and succeed within a growing company.

Key Responsibilities Include:

- Reconcile and submit month-end inventory for inventory and accounting purposes
- Review mass account orders for accuracy and update as necessary
- Review orders to ensure information meets Inventory requirements
- Maintain mass order information in Excel and Company ERP (Syacc)
- Buy/receive and communicate PO increases as needed to fill mass POs
- Enter/update part information for all SKUs to the Company ERP (Syacc)
- Update Product Information Table and Product Master Table with new product information
- Track all POS items monthly and support Marketing with ordering
- Provide reporting support to the Operations Department
- Develop reports for circulation
- Provide support on special projects as needed



Skills and Qualifications:

- University degree in Industrial Engineering, Business, Math or related degree
- The ideal candidate will have 2-3 years of experience managing 250+ inventory SKUs
- Excellent organizational, analytical, problem-solving and multi-tasking skills
- Proven track record of being an independent worker
- Superior knowledge of Excel
- Proficiency in Access or other reporting software an asset
- Natural health industry knowledge/experience an asset

Should you or anyone you know be interested in an exciting opportunity with a dynamic organization, please submit your resume in confidence to aevans@kirwingroup.ca. Genuine Health is an equal opportunity employer.