

# Junior Supply Chain Analyst



XL Flooring Co. Ltd. is a privately owned company in the import and distribution industry, currently servicing over 1,500 dealers across North America. We strive to be recognized as the #1 flooring company in the world for quality products, innovative management, employee and customer satisfaction, community contribution and environmental responsibility.

We are currently recruiting for the role of Junior Supply Chain Analyst to join our dynamic and energetic team. This position reports to the Finance Manager.

## **Roles and Responsibilities:**

1. Inbound logistics, including, but not limited to:
  - Set up and maintain products in NetSuite
  - Communicate regularly with Sales Support and Sales Management regarding inventory
  - Input and update purchase orders based on commercial invoices
2. Inventory management, including, but not limited to:
  - Inventory reconciliation between multiple systems
  - Coordinating inventory transfers
  - Investigating issues involving the warehouse
  - Run and update daily/weekly/monthly reports on inventory levels, processing errors, or other supply chain related reports
3. Outbound logistics, including, but not limited to:
  - Coordinate mission critical shipments
  - Investigate freight issues with the Sales Support
  - Review and approve freight bills

## **Requirements:**

- Bachelor's degree in Logistics, Business, or a related field is preferred, but relevant experience will also be considered
- Minimum of 1-2 years of experience in Supply Chain, Warehousing, Logistics, Transportation
- Excellent communication skills - both written and verbal in English
- Ability to work well independently and yet a good team player with the ability to build strong relationships
- Previous experience in NetSuite is a strong asset
- Previous experience in the retail, flooring, import or distribution industry is an asset
- Strong knowledge of Microsoft Excel
- Excellent analytical and problem-solving skills
- Detail oriented and accurate

## **We Offer:**

- Competitive Salary
- Opportunities for career advancement
- Challenging and engaging work
- Professional culture