

## GENERIC JOB DESCRIPTION

### REGIONAL CENTRE

### COORDINATOR, INVENTORY MANAGEMENT

#### PRIMARY ROLE

The main object and purpose of this position consist in planning physical inventory levels at the Regional Center, which includes purchasing products and taking part in managing inventory turnover. The incumbent must manage the optimization of overall inventory levels in order to satisfy customer needs and ensure customer satisfaction, while attaining all of the inventory management objectives and promoting ALC's quality and safety objectives.

#### KEY AREAS OF RESPONSIBILITIES

**1. Is responsible for purchases:** Works in close cooperation with the sales and customer service teams in order to purchase all of the items intended for resale to external or internal customers. Looks for suppliers to fill special orders for clients. Enters the products ordered, their cost and the delivery dates in the purchase system.

**2. Tracks orders:** Tracks all orders of material for the inventory or for special orders for customers on a daily basis, using the order reports generated. Reconciles the suppliers' invoices with the purchase orders, receives notices with the corresponding purchase orders and makes sure that the quantities received, the prices and the rebates are accurate.

**3. Takes part in planning inventory levels:** Using the reports generated on a monthly basis, studies stock movements and adjusts inventory levels in order to satisfy customer needs.

**4. Quality/Safety:** Promotes ALC's safety objectives. Receives information about shipping conditions, the service provided, the cost and quality of products and assesses suppliers, in keeping with the quality criteria for critical components. Understands and implements the required procedures, in keeping with the corresponding quality manual.

**5. Process improvement:** Works with his/her team and multifunctional teams to continuously improve work processes. Makes sure that procedures are implemented. Identifies the causes of problems and proposes and implements adapted corrective measures.

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
<ul style="list-style-type: none"> <li>• Customer service, satellites</li> <li>• Sales personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>

TRAINING & KNOWLEDGE
<ul style="list-style-type: none"> <li>• <b>Diploma:</b> Post-secondary degree in administration</li> <li>• <b>Training:</b> Apollo (Oracle), Quality System (ISO)</li> <li>• <b>Knowledge:</b> Excellent written and oral communication skills, bilingualism, MS Office.</li> </ul>
EXPERIENCE REQUIREMENT
2 to 3 years in purchasing or inventory management

CRITICAL COMPETENCIES
<b>1. Problem-Solving:</b> Identifies problem situations within an appropriate time frame, develops several alternative solutions to problems, analyses situations and highlights important issues, suggests adequate, valuable and feasible solutions.
<b>2. Strong interpersonal skills:</b> Gets to know others and forms relationships, maintains very good relationships with colleagues, respects the ideas and opinions of others.
<b>3. Decision-making skills:</b> Considers all factors before making a decision, makes quick decisions when necessary, accepts consequences and risks involved.
<b>4. Team Player:</b> Shares knowledge and experience, cooperates and makes self available, listens, gathers information, takes into consideration the needs, ideas, opinions of others.
<b>5. Initiative:</b> Initiates actions, ideas or solutions spontaneously on his/her own, undertakes action without waiting directives, uses all of his/her resources before asking for help, establishes his/her performance objectives and deadlines.
<b>6. Technical abilities:</b> Masters concepts, tools and methods related to his/her job, meets or exceeds professional requirements of his/her field of work, keeps abreast of progress in his/her field.

**SUPERVISION OF EMPLOYEES** NO

**POSSIBLE CAREER OPPORTUNITIES** (based on need, professional interest, training, experience and competencies)

In this field	Outside this field
<ul style="list-style-type: none"> <li>• Agent, Inventory Management</li> </ul>	<ul style="list-style-type: none"> <li>• Agent, Administration</li> </ul>

<b>Responsible for the validation:</b>	<i>Jérôme Pellegrin</i>
<b>Responsible for the writing:</b>	<i>Stéphanie Courtemanche</i>
<b>Validation date:</b>	<i>July 2003</i>