

Materials Requirement Planning Controller

1 – Permanent Position

Business Services

CUPE Local 4400 Unit C – Grade N (12 Month)

\$41.02 – \$48.44 per hour

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Assistant Manager/ Manager, Logistics, the Materials Requirement Planning Controller will:

- *Obtain and maintain adequate inventory levels and records regarding all stock movement in/out of the Distribution Centre and Facility Services stockrooms;*
- *Ensure that all quality related and health and safety issues, to product needs, are addressed;*
- *Provide direction to Customer Service/Marketing Representatives;*
- *Establish strong business relationships with suppliers and pursue business driven strategies to achieve competitive prices;*
- *Maintain the orderly flow of information and accurate records for the Distribution Centre and the three Facilities Stockrooms;*
- *Manage physical inventory counts for the Distribution Centre and Facilities Stockrooms; and*
- *Provide direction and assistance to stockkeepers at Facility Services stockrooms in regard to the physical inventory and inventory related issues.*

Summary of Duties:

- Analyze and process all material requirement planning activities pertaining to replenishment of stock, within the SAP environment;
- Source out suppliers and issue/review purchase orders to cover the replenishment of stock from alternative suppliers and internal requirements for the Distribution Centre Operations;
- Prepare and edit Management Reports/Performance Inventory/ Activity Reports (Audit) to ensure completeness, accuracy and detail required to satisfy the accountability needs;
- Contact suppliers to follow up and expedite all stock orders, substitution and other pertinent inquiries to ensure proper delivery;
- Adjust planned delivery times, reorder points and rounding values to maximize inventory efficiencies;
- Monitor and intervene on incorrect pricing from vendors for all stock materials;
- Manage, direct and assign physical inventory counts for all locations as required;
- Process and approve stock adjustments/posting journals;
- Assess online orders to avoid unnecessary shipments;
- Adjust inventory levels periodically to meet demands and market conditions;
- Validate goods receipt entries performed by the receiver and stockroom clerks to ensure accuracy of inventory and vendor payment (ERS);
- Confer with suppliers and process stock returns to suppliers for replacement/credit;
- Respond to telephone, written and direct inquiries from the public, suppliers, Board Staff and customers, etc;
- Provide direction and guidance to the Customer Service/Marketing Representatives regarding Distribution Centre issues including sales and marketing initiatives;
- Assist management in handling various administrative aspects in the support of the delivery of operational services;

- Analyse and project figures for the next fiscal year's budget for the Distribution Centre;
- Plan delivery schedules for the Distribution Centre;
- Provide direction and assist Facility Stockroom staff regarding inventory issues;
- Plan, co-ordinate and maintain the Stock Catalogues;
- Assist in review of bids, analysis and product evaluations to make recommendations for contract awards pertaining to stock materials;
- Attend meetings/Trade shows (internal and external) with staff, customers and suppliers;
- Overseeing the reconciliation and investigation of Physical Inventory Counts; and
- Other related duties as assigned.

Qualifications:

- Two-year community college diploma in business administration and Level 2 PMAC standing with courses leading to a certificate in inventory control/planning through PMAC (Purchasing Management Association of Canada) or CAPIC (Canadian Association of Production and Inventory Control), with two years' experience in inventory control, or an equivalent combination of education and experience;
- Thorough knowledge of inventory control theory and systems;
- Proficiency and expertise in the use of computer technology (e.g., word processing, e-mail, spreadsheets, databases, purchasing and material management applications(SAP));
- Proficiency and expertise in the use of the Material Management, Inventory, Procurement ,Sales and Distribution, and Work cycle modules of SAP financial Information Systems;
- Ability to draft letters, routine correspondence and reports;
- Knowledge of relationship between purchasing, inventory control, and accounting functions;
- Ability to work under pressure and with minimum direction and supervision;
- Ability provide direction/guidance to staff;
- Excellent work organization and time management skills;
- Excellent problem solving skills;
- Excellent interpersonal and communication skills and ability to communicate orally and in writing in a sensitive, courteous and tactful manner;
- Ability to work quickly and accurately with numbers;
- Ability to take initiative and work independently; and
- Demonstrated ability to work well in a team environment;
- Ability to work with and maintain confidential and sensitive information.

Special Requirements:

- Occasional travel required.

Location: 7 McCulloch Avenue, Distribution Centre

Hours: 35 Hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0009UE** in the subject line
3. Apply no later than 4:30 p.m. on **January 30, 2024**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.