

Inventory Coordinator – Edmonton, AB

The Ryerson difference:

Ryerson is one of the largest metal distributors in the industry. We offer an extensive product portfolio, state-of-the-art fabrication and processing capabilities, and a network of service centers throughout North America and beyond. Our customers can count on us to get the metals they need, when they need them, at a competitive price.

Your career at Ryerson will offer meaningful work, competitive rewards and an engaging workplace. We provide extensive training, development and professional advancement, and you will find meaningful opportunities to contribute to the success of the company. Our success has come from providing superior service through highly motivated people. At Ryerson, you will have a job that has IMPACT. www.ryerson.com

The Opportunity:

We are currently seeking an energetic, full time **Inventory Coordinator** based in our **Edmonton location**. The primary purpose of this position is to coordinate all inventory related activities within the branch on a daily basis. This role is responsible for receiving, reviewing and processing orders, inventory inspection and maintenance, reviewing inventory requirements, processing claims, report preparation and participating in various audits as required.

Responsibilities:

- Processes receiving paperwork from the warehouse; this includes:
 - Verifying receivers have properly checked off receiving information
 - Verifying all necessary documentation is available
 - Obtain a Mill Test Report (MTR) if not already on file either from buyers or vendors
- Assists Inventory Manager with the follow up of pending MTR inquiries/issues with mills and provides this support to the sales team as needed
- Reviews inventory requirements via exception reports and pick tickets
- Ensures integrity of branch inventory and assists in solving discrepancies
- Inspects and disposes of quarantined materials
- Processes all vendor claims in a timely manner; follows up and documents correspondence until matter is appropriately resolved
- Prepares inventory review excel sheets from system generated reports
- Acts as back-up for processing customer credit and updating Non-conforming Reports (NCR)
- Summarizes ISO Management meeting reports
- Conducts process audits to ensure compliance with processes and procedures
- Assists in physical inventory process: scheduling, preparation of work and internal and external inventory related correspondence
- Supports internal audits – ISO Audits, Process audits and Sox reviews to ensure compliance
- Assists with the preparation of customs documentation
- Supports Inventory Manager with review of underperforming inventory items
- Acts as back-up for Administrative Assistant responsibilities as required

Qualifications required:

- Minimum of a College Diploma in Business or Office Administration is preferred
- 3 – 5 years of Inventory and accounting/administration related experience
- Solid computer skills with proficiency in Microsoft Word, Excel and Access
- Superior written and verbal communication skills and strong customer service orientation
- Highly self-motivated, proven multi-tasker, not afraid to take initiative
- Efficient time management skills and keen attention to detail
- Highly effective in analyzing situations, troubleshooting and problem solving

RYERSON

Ryerson Canada Inc.

- Knowledge of ISO policies, procedures and work instructions as outlined by ISO 9001 Training Matrix is an asset
- Strong knowledge of company products and metals industry is an asset

Interested candidates whose background and qualifications match our requirements are invited to forward their resume in confidence to:

Human Resources

E-mail: **canadah@ryerson.com**

Fax: **416-622-8602**

We appreciate all applications; however only those candidates selected for an interview will be contacted directly.

Ryerson Canada is an Equal Opportunity Employer. We are committed to representing the diverse communities we serve. That's why we encourage applications from visible minorities, aboriginal people, women, and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.