

## **Inventory Process Coordinator Winnipeg, MB**

Brett-Young Seeds Limited is a privately owned and trusted seed production, distribution, sales and marketing company with strong local roots since 1934 and growing international reach. Our goal is to serve the needs of our customers by delivering world-class, differentiated products and market leading service. Based in Winnipeg, BrettYoung has locations throughout Western Canada and Ontario. We are currently seeking a dynamic individual to join our Inventory Control Team to support our continued growth.

The Process Coordinator performs and executes daily inventory control measures and audits tasks to maintain a high level of inventory accuracy both physically and systematically. This position ensures that inventory is being handled and transacted according to corporate policy and procedure in the ERP system, and that information is being processed on a timely basis. This position also provides administrative support to our Seed Production Team.

Responsibilities to include, but not limited to;

- Data entry of inventory transactions that have occurred for the location as well as offsite locations.
- Organize, conduct and reconciliation of routine cycle counts to include participation in annual inventory counts.
- Provide analytic support to inventory processes, investigate, and resolve discrepancies, and identify improvements to processes or systems.
- Work with growers and Seed Production Specialists to complete the CSGA applications and update all relevant documents once received, resolving any issues.
- Review Grower contracts and work with Seed Production Reps to ensure regular crop reports on anticipated yield and quality are conducted and accurately entered in the system.

The ideal candidate will be a self-starter with the ability to multitask and cope with changing priorities, be results oriented with the ability to work in a fast-paced environment. Qualifications should also include strong relationship building skills for success with cross functional departments, excellent written and verbal communication skills, with a strong attention to detail. A minimum of two years' experience in an equivalent role as well as knowledge of Microsoft Office applications is required.

**Applicants must have reliable transportation as we are located outside of city limits. Located at the SW corner of the Perimeter Hwy and Hwy 330 (LaSalle turnoff)**

BrettYoung is an Equal Opportunity employer.

Interested applicants are invited to apply to become a part of our team by submitting a letter of interest with salary expectations and a resume to:

Brett-Young Seeds Limited  
Email: [Human.Resources@brettyoung.ca](mailto:Human.Resources@brettyoung.ca)