

NewLook Vision Group is looking for a full-time Inventory Analyst. Reporting to the Director, Planning, Allocation & Analysis, you will be working in our offices located at 4405, chemin du Bois-Franc in Ville Saint-Laurent.

Main Responsibilities

- Preparing, updating and maintaining lists of frames for digitization for all banners;
- Maintaining data information in the ERP system based on these updates;
- Distributing updated lists on a regular basis to Topology (digitization partner);
- Attending meetings to remain up to date on all steps in the digitization process;
- Updating Marketing (E-Commerce) of any changes to the master list that may affect the websites;
- Providing information requested to Marketing (E-commerce), Topology, and any other internal teams;
- Maintaining proper levels of inventory in the E-Commerce DC site by placing orders with vendors;
- Following up on Purchase Orders with vendors;
- Performing all other tasks of the same nature or of a general nature requested by his/her superior.

Requirements

- ACS or College Degree, in supply management, administration or any other training or experience deemed equivalent;
- 1-3 years of relevant retail experience;
- Bilingual with excellent verbal and written communication skills in both French and English;
- Strong knowledge of MS Office, particularly Excel;
- Strong attention to detail and accuracy;
- Organized with the ability to multitask and adapt to changing priorities;
- Fast-learner, capable of taking on an increasing scope of responsibilities;
- Able to work under tight deadlines;
- Strong interpersonal, analytical and organization skills.