

# Supply Chain Analyst

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**Location:** Waterloo, ON

**Employment Type:** Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for a Supply Chain Analyst to join our team in either Waterloo, ON office.

## Job Purpose

The Supply Chain Analyst is responsible for fully managing and controlling the tactical purchasing and inventory planning of hard and soft surface flooring products. The Supply Chain Analyst coordinates their efforts with the Distribution and Customer Service teams in order to strategically maintain the appropriate levels of inventory across multiple warehouses. This individual will utilize expert knowledge to purchase goods and services at the most favourable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers.

## Duties and Responsibilities

- Evaluate planning reports and make best inventory decisions to support expected service levels.
- Take full ownership of suppliers and freight forwarders to ensure improvements are made in the areas of cost, quality and deliver performance.
- Procure and place orders for goods, materials, and services for the organization in a timely and cost-effective manner.
- Calculate annual requirements for products or services and reconcile amounts against available budget.
- Advise departments and business units of lead time required to obtain products or services.
- Make recommendations and suggest options to Global Supply Chain Manager regarding expected or unexpected material shortages.
- Accountable for optimal inventory levels to ensure backorders are minimized while optimizing inventory levels
- Manage supplier relationships with the supply base, predominantly in China.
- Maintain data integrity throughout the systems and reporting tools
- Communicate with the Sales team and other planning functions to ensure information is current.
- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact to the organization.
- Adhere to and enforce compliance with purchasing policies, procedures, regulations, and laws.
- Responsible for improving business processes within their job function and team.

## Qualifications

- 2-5 years purchasing experience in a fast paced distribution environment
- Post-secondary education in Supply Chain Management, Logistics or an equivalent program and/or experience

- Experience dealing with China based suppliers would be an asset
- Familiar with inventory planning methodologies such as MRP, Kanban, etc
- Practical understanding of continuous improvement methodologies such as LEAN, JIT, etc.
- Ability to work with little supervision
- Excellent understanding of computer based tools and how to apply them to solve business problems (Excel, Access, etc)
- Proficiency in oral and communication skills in English
- Mandarin language skills considered an asset, but not mandatory.
- Strong organizational skills
- Analytical and problem solving skills
- APICS, PMAC or CPP certification or in process.

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)

*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*