

Samples Project Analyst

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 Samples Project Analyst to join our team in either Waterloo, ON office.

Job Purpose

The Samples Project Analyst is responsible for fully managing and controlling the inventory planning of hard and soft surface flooring products required for samples production. He/She will coordinate their efforts with the Distribution, Customer Service, Supply Chain and Project Management teams in order to strategically maintain the appropriate levels of inventory across multiple warehouses and 3rd party manufacturers. This individual will utilize expert scheduling and planning skills to ensure the required raw material is delivered to subcontractors, then back to Kraus warehouses in time to be deployed to the corresponding customers. He/She will be responsible to effectively communicate updates, correct delays, to the Project Management team.

Duties and Responsibilities

Scheduling/Planning

- Take full ownership of material coordination and the movement of product 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 Project Managers in a timely and cost-effective manner.
- Calculate the raw material required per project, reconciling with 3rd party manufacturer/subcontractors.
- Detailed timeline communication, to the Project Managers, of lead time required to obtain products or services, on each project, pursuing 100% on-time delivery.
- Making recommendations and suggesting options for any shortages/delays.
- Monthly update of samples inventory accruals
- Manage supplier relationships with 3rd party manufacturers/subcontractors
- Maintain data integrity throughout the systems and reporting tools
- Adhere to and enforce compliance with purchasing policies, procedures, regulations, and laws.
- Responsible for facilitating and improving business processes within their job function and team.

Materials Coordination

- Enter hard surface, carpet and carpet tile orders for sample production in appropriate system(s), AS400 Dancik systems for all sample projects
- Work closely with Quality Control, reviews QC records by product, and requests inspections
- Work closely with Supply Chain to schedule the material required, ~6-months in advance,

- Process material requests for in house sample production
- Process orders for colour standard guides, works with the Sample Department Production Supervisor and Project Managers
- Co-ordinate with the operations team to ensure orders are shipped complete, picked up by the supplier and work through any issues
- Coordinate the return of materials to Kraus branches in the event of overages (RA authorization process)

Vendor Brand Samples

- Coordinate with the Category team on the fulfillment of sample requirements from vendor partners
- Help place orders into the Dancik system for sample items
- Communicate to the Customer Service team on availability of samples

Other

- May support in printing the Waterloo print pools for order fulfillment
- Cross functionally train to cover for other sample team members LOA/Vacation/absences
- Serve as internal point of contact for sample department enquiries
- Any other duties/projects as assigned
- Backup to reception as required

Qualifications

- 2-5 years purchasing and scheduling experience in a fast-paced distribution environment also managing projects that include 3rd party manufacturers/subcontractors
- Post-Secondary diploma in Business or Materials Management, or other relevant education/work experience
- 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
- Strong understanding of computer based tools and how to apply them to solve business problems (Excel, Access, etc)
- General working knowledge of warehouse systems, documentation and functions
- Excellent interpersonal and communication skills
- Proficiency in oral and communication skills in English
- Strong organizational, mathematical, problem-solving and reasoning skills including the ability to analyze data and prepare detailed reports when required
- APICS, PMAC, CPP or Project Management certification or in process.

To Apply, please send your confidential application to careers@krausflooring.com.

Check out our website at 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.

