



Inventory Associate

Concord, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

Reporting directly to the Logistics Manager, the Inventory Associate works to ensure data entry is completed, inventory variances are investigated, cycle counts are completed, and reports are produced efficiently.

ESSENTIAL FUNCTIONS

- Responsible for Cycle/physical count execution, variance investigation and reporting to enhance inventory accuracy.
- Ensure proper storage of inventory and materials in appropriate locations.
- Assist in the creation and production of inventory, sales and operations reports and presentation materials.
- Input data into the ERP system and assist in the creation and maintenance of Key Performance Indicators (KPIs) and other reporting as required.
- Support the collection and flow of required monthly reporting for CRA and Health Canada.
- Forecast needs for consumables and packaging material. Ensure adequate safety stocks are maintained.
- Support Accounts Payable & Purchasing in resolving invoice discrepancies.
- Responsible for excise stamp inventory levels, accuracy and reconciliation.
- Ascertain that all company safety and risk management procedures (pertaining to inventory control) are followed.
- Follow all departmental Standard Operating Procedures (SOPs) and ensuring they are up to date.
- Will adhere to all occupational health and safety regulations and inhouse policies
- Other duties as assigned

ROLE REQUIREMENTS/ABILITIES

Experience / Education

- Post-secondary degree or diploma in a related field.
- 2-3 Years of experience in a purchasing, inventory or warehouse role.
- Experience in the cannabis, pharmaceutical or CPG industry is considered an asset.
- Certified in Production and Inventory Management (CPIM) is considered an asset.

Skills & Abilities

- Excellent interpersonal and communication skills
- Strong organizational and record-keeping skills



- Ability to communicate efficiently and effectively across all work groups
- High attention to detail and self-motivated
- Proficient in Microsoft Office and experienced in inventory management software system (i.e. Ample) is an asset
- Continuous Improvement mindset, Lean, 5S, Six Sigma, and/or TPM knowledge
- Flexible to work off shift hours
- Ability to obtain forklift license

Note: The chosen applicant will be required to successfully complete reference checks and a criminal background check.

We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.

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