

# Supply Planner

**Location: Edmonton, AB**

**Job ID Number: SPEDM1909**

At Univar Solutions, we believe our culture is second to none. Imagine the stability of a multi-national corporation, with the comradery of a start-up. We foster a friendly, welcoming, high-performance environment where every idea and initiative is given the respect and attention it deserves. We're proud to offer our employees:

- Competitive salaries
- Comprehensive Medical/dental benefits
- Industry leading pension plan
- Bonus opportunities
- Paid training and development programs at every level
- Global career advancement and mentoring opportunities
- Education allowance

Our team is successful due to our mix of diverse backgrounds, education, experience and careers, and we are proud to be included on the Alberta Top 75 Employer list and a recipient of Canada's Safest Employer award!

## About the position

Reporting to the Customer Service & Purchasing Manager, the Supply Planner plans, procures and expedites chemicals while optimizing inventory performance. If you are looking to work in a busy and challenging office environment then this is the job for you!

## What you'll do

- Use MRP/DRP software to plan and manage a portfolio of products for inventory.
- Issue purchase orders for stock and buyout products from a variety of suppliers, ensuring the best combination of quality, cost, supply and delivery.
- Expedite inbound purchase orders to ensure adequate inventory levels are maintained.
- Proactively manage inventory to reduce aged inventory and increase inventory turns.
- Document supplier requirements and work instructions
- Arrange In-bound transportation using a variety of methods for all purchase orders.
- Participate in the preparation and execution of our annual physical inventory
- Other duties as required.

## What we would like from you

- Post-secondary degree or up to two years' experience in a related field
- Highly proficient with Microsoft Office Suite (Excel, Word, Outlook)
- Excellent written & verbal communication skills
- Ability to work under minimal supervision in a high volume and fast paced environment

**What do we do?**

Univar Solutions is a leading global chemical distributor of industrial and specialty chemicals, food ingredients and related products and services. Our wide Canadian distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Across North America, Europe, the Asia-Pacific region, and Latin America, our nearly 9,000 employees serve over 100,000 customers, representing nearly every major industry and a highly diverse set of end markets.

Safety is our top priority, the foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: [www.univar.com](http://www.univar.com)

**Sounds awesome? Here's how you apply:**

Please send your resume and cover letter in Word or PDF format to [univarjobs@univarcanda.com](mailto:univarjobs@univarcanda.com). Indicate the job identification number in the subject line of your email. Please note; all candidates are subject to background and reference checks. Although we appreciate all applications, only those selected for an interview will be contacted. Thank you for your interest in Univar Solutions.