



## JOB POSTING

**POSITION:** Continuous Improvement Specialist  
**STATUS:** Full-Time  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Continuous Improvement Manager  
**DEPARTMENT:** Supply Chain

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### Primary Role of This Position

In this role, the Continuous Improvement Specialist will support the Continuous Improvement Manager in developing/executing continuous improvement initiatives/projects and ensuring the quality and integrity of the inventory control program.

### Major Responsibilities

- + End-to-end support of continuous improvement projects
- + Provide appropriate support to department managers in maintaining implementation of the continuous improvement initiatives/projects within their respective areas
- + Develop, maintain, report, and provide analysis on operational metrics
- + Improve, redevelop, and redeploy inventory control processes across network of Distribution Centres (DCs)
- + Oversee and continually improve the cycle count program for all warehouses
- + Report on inventory quality and integrity metrics, providing rationale and recommendations
- + Monitor reconciliation of daily differences between perpetual (JBA) and physical (LogPro) systems
- + Prepare monthly stock adjustment summary by location and reason codes
- + Assist with processing of the disposition of promotional inventory and the required reporting
- + Primary contact subject matter expert for inventory control-related issues in the DCs, including variance reconciliation
- + Ensure operational best practices and controls are adequately documented, updated, and shared across the distribution network
- + Update operations training manuals and provide assistance to the DCs on best practices
- + Identify and execute on operational control gaps
- + Provide root cause analysis and implement solutions for customer claims and inventory write-offs
- + Project management, including leading, tracking, and implementing assigned projects
- + Manage and own annual inventory counts at main Distribution Centre and rotational counts at regional DCs

### Education and Experience

- + College education or equivalent experience
- + Experience with inventory controls
- + Experience working in Operations

## **Qualifications**

- + Strong written and oral communication skills
- + Effective interpersonal and organizational skills within a cross-functional team
- + Ability to drive project completion
- + Strong problem-solving and analytical skills
- + Ability to multitask and manage multiple priorities in a fast-paced environment
- + Ability to work with minimal supervision
- + Motivated, self-starter, takes initiatives, team player
- + Able to maintain strict deadlines
- + Possesses financial acumen
- + Advanced knowledge of Microsoft Office
- + Advanced knowledge of Microsoft Office Excel functions (PowerQuery, PowerPivot, VLookup) preferred

## **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé no later than **October 28, 2019**, to: [fvainisi@kohlandfrisch.com](mailto:fvainisi@kohlandfrisch.com).

Please ensure you specify the job title, **Continuous Improvement Specialist**, in the subject line of your email.

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.*