



### Job Description – Data Analysis and Procurement Specialist

Under the direction of the Vice President, Operations, the Data Analyst & Procurement Specialist will support CTR and its sales force (both internal and outside sales) by:

1. Procuring appropriate products (including the introduction of new products) for sale by staff.
2. Providing the appropriate levels of inventory (within overall budgetary and space constraints) that maximizes opportunities for CTR's sales representatives to sell products.
3. Building an appropriate inventory system infrastructure that maximizes CTR's sales team to sell products quickly at an optimum gross margin level.
4. Providing responsive sales support to all sales members.
5. To learn the products and their fit, form, function. Understanding our product lines will support product comparisons and determine value to customers in various industries.
6. Support internal customers (internal sales staff) by answering the phones and filling sales orders during peak periods of activity.

### Inventory Management

- Plan and purchase inventory for the Auto/Industrial Supply division of CTR.
- Lead a cross-functional team in evaluating product sourcing decisions (ie. changing suppliers, new product sourcing, etc.).
- Develop and maintain optimum min/max levels for each line.
- Manage vendor relationships.
- Work with vendors on the processing of warranty items and other credits.
- Liaise with CTR's four buying groups on product and supplier issues.
- Negotiate pricing/discount structures with non-buying group suppliers.
- Review all supplier invoices to ensure that CTR is being charged the correct price for products.
- Develop and maintain fill rate and inventory turn targets.
- Review slow moving inventory and arrange for return to suppliers on a timely basis.

### **Maintain Inventory Data Integrity in Autopoint (POS System)**

- Develop appropriate inventory item master-file records that facilitate ease of selling for CTR staff.
- Develop appropriate processes for ensuring the accuracy and timeliness of cost changes.
- Build consensus with sales staff on the establishment of appropriate selling prices that balance the objectives of competitiveness and gross profit maximization.
- Develop the appropriate structure in POS that facilitates purchasing and selling of products in multiple units of measure.

### **Reporting and Meeting Participation**

- When scheduled, participation is required for meetings involving sales and management teams (daily, weekly, quarterly TBD).
- Monthly: Report on Inventory Fill Rates, Inventory Turns, Inventory Levels and buying groups. Purchase Minimization (Actual Results versus Targets).

### **Direct Sales Support**

- Support outside salesmen in purchasing non-stock inventory as sales opportunities occur.
- Support counter salesmen by answering phone calls and processing sales orders from customers during peak periods of activity.

### **Performance Management**

- This role will be qualitatively and quantitatively measured according to the business requirements of CTR. The Key Performance Indicators (KPIs) and appropriate targets will be developed collaboratively during the Training Program's duration.