



**Title:** Inventory Integrity Analyst

**Location:** 292156 Crosspointe Road, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac) and NOT on a bus route.

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Purchasing Manager, as the as the **Inventory Integrity Analyst** you are responsible for analyzing inventory, cycle counts and records of POS systems to maintain accurate inventory subledger for the business unit. You also assist in developing and implementing inventory control procedures and policies.

Your day-to-day responsibilities will include:

- Scheduling, coordinating and administering cycle counts in retail store and yard.
- Investigating inventory discrepancies or variances and documenting results for management review. Adjusting inventory to reconcile discrepancies or correcting average costs.
- Maintaining inventory database for assigned branches including adding, changing, updating and deleting product SKUs as required, working in collaboration with the purchasing department.
- Reviewing and analyzing negative inventory balances, outstanding special orders, etc.
- Identifying, developing, implementing and monitoring operational procedures relating to inventory transactions to ensure timely and accurate adjustments to the subledger when necessary.
- Reviewing inventory control procedures and policies to identify opportunities for improvements or enhancements.
- Reviewing daily and month end inventory counts.
- Providing support to other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 1 years of inventory control or procurement experience.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and accounting software (Bistrack and Great Plains).

### **Preferred Qualifications**

- Accounting certificate/diploma is preferred.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

### **Working Conditions**

Primarily works in an office setting during regular business hours, Monday to Friday. Overtime may occasionally be required.

### **About Us**

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** June 7, 2024

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