

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	OPERATION ASSISTANT
<b>JOB NUMBER</b>	3310
<b>NUMBER OF POSITION/S</b>	2
<b>NOC CODE</b>	1433
<b>CLOSING DATE</b>	2018-07-16
<b>LOCATION</b>	Winnipeg, MB St. Boniface
<b>ACCESSIBLE BY TRANSIT</b>	Yes
<b>HOURS PER WEEK</b>	40
<b>HOURLY WAGE RANGE</b>	TBD
<b>WAGE DETAILS</b>	Base salary + commission. Pay depends on experience and qualifications.
<b>JOB TERMS</b>	Full time
<b>JOB DESCRIPTION</b>	<p>Operation Assistant will include Procurement, Sales, Logistics, Warehousing Assistant which is responsible for ordering, reviewing, and restocking product for the Canadian pharmacy and wholesale. This position is also responsible for managing all third party purchases of Canadian product including maintaining the supplier relationship, negotiating prices and managing inventory levels. This position requires teamwork, analytical abilities, advanced computer skills, a high level of attention to detail and exceptional relationship building/customer service and negotiation skills.</p>
<b>JOB DUTIES</b>	<ul style="list-style-type: none"> <li>- Orders inventory from designated vendors, ensuring the most cost effective source is selected, and updates relevant software to reflect what was ordered.</li> <li>- Manages all Canadian third party purchasing including price negotiation and managing inventory levels to meet the needs of retail and wholesale customers and sales representatives.</li> <li>- Monitors and maintains inventory levels and backorders to ensure they are accurate and appropriate.</li> <li>- Act as sales representatives to source products required to meet wholesale customer needs.</li> <li>- Contacts vendors / manufacturers for release dates, lot and expiry dates and other information as requested. Is the primary point of contact for all Canadian wholesalers.</li> <li>- Creates reports and present results relevant to the role.</li> <li>- Coordinates physical counts of inventory and reconciles actual stock count to computer-generated reports.</li> <li>- Phoning the customers and suppliers extensively</li> <li>- Other duties as assigned.</li> </ul>

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<p><b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b></p>	<p>Knowledge/Skills/Abilities Required:</p> <ul style="list-style-type: none"> <li>- Grade 12 education</li> <li>- Strong computer skills (Excel, Internet Explorer)</li> <li>- Familiarity with medications / drug knowledge</li> <li>- Experience with health care and pharmaceutical inventory purchasing &amp; management</li> <li>- Previous warehouse / wholesale experience an asset</li> <li>- Good organizational skills and attention to detail</li> <li>- Excellent interpersonal and customer service skills</li> <li>- Negotiating skills to realize optimal product cost for all Canadian products</li> <li>- Willingness to learn</li> <li>- Ideal candidate able to speak more than one language (Ex. Spanish, Chinese, Hindi, Arabic, Portuguese , Russian, Punjabi, Japanese, German, French and Italian) and willing to work extended hours (non-ordinary working hours) to service our international customers if needed.</li> </ul>
<p><b>OTHER DETAILS</b></p>	<p>Working Hours and Travel Requirements:</p> <ul style="list-style-type: none"> <li>- Some 1-3 % international overnight travel may be required to attend conferences, customer and team meetings.</li> <li>- Flexibility to work various hours outside of normal working hours may be required to meet company/customer expectations/needs.</li> </ul> <p>Physical and Environmental Requirements of Job:</p> <ul style="list-style-type: none"> <li>- This position allows freedom of movement with periodic sitting, walking and standing.</li> </ul>
<p><b>APPLICATION PROCESS</b></p>	<p>Send targeted resume Apply through your CC</p>
<p><b>APPLICATION DETAILS</b></p>	<p>Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.</p>
<p><b>JD</b></p>	<p>Aykut Guney</p>