

PURE SUNFARMS™

Inventory Analyst

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

The Inventory Analyst will oversee inventory management procedures and assist with generating inventory reports for internal and external reporting. The Inventory Analyst's main responsibilities are to maintain the accuracy of records pertaining to overall production as well as shipments of finished goods. The role will require adherence to Pure Sunfarms Corp's internal and external regulatory requirements. The position will be required to co-ordinate across multiple departments (Compliance, Finance, and Operations). This position reports to the Regulatory Compliance and Financial Reporting Manager.

ESSENTIAL FUNCTIONS

- Maintain accuracy of the Inventory Management System as it pertains to finished goods on hand as well as shipments of goods to customers
- Perform reconciliations between finished goods produced, sale of goods, and all other classes of inventory
- Assist staff with Inventory counts of finished goods to ensure the Inventory Management System is being accurately reflected
- Use analytics to investigate, test/validate reports
- Use BI tools to design and automate reports
- Extract, summarize and reconcile data from the Inventory Management System
- Continuous improvement of inventory procedures and practices
- Assist in inventory data collection and review to aid in reporting to regulatory bodies (Health Canada, CRA, and Statistics Canada).
- Review and assess entries into the Inventory Management System for accuracy
- Ability to work as team member in a fast-paced, growing environment

OTHER DUTIES

We work in a fast pace environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the company.

- Coordinate monthly and ad hoc inventory counts of finished goods
- Maintain track of inventory at various stages of the product life cycle
- Investigating and solving discrepancies

YOUR BRAND YOUR STORY

We already know you love working with inventory management, but we want to know more about your strengths. You're good at the following:

- Excellent attention to detail and maintaining a high level of accuracy
- Excellent proficiency in Microsoft Office, with particular focus on Excel
- Demonstrated ability to apply critical thinking skills and analysis/problem solving skills to make appropriate business recommendations
- Ability to multitask as well as prioritize tasks
- Must have excellent command of the English language, oral and written.
- Ability to exercise professional judgment and decision-making.
- Bachelor's degree (Commerce, Finance, Management Science, Operations Management, Business Analysis, Mathematics, Statistics)
- Experience with bulk or agricultural inventory management
- Two years of experience working as an analyst for a provincial liquor board is preferred
- Knowledge of business modelling tools and techniques
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.