



Atlas Distributing, Inc.

Inventory Purchaser/Analyst Job Description

I. Position Mission

To manage, process, and maintain sufficient ordering forecasts and inventory levels of all assigned products and SKUs to effectively and efficiently supply demand of our customers, while limiting out of code issues.

II. Organizational Relationships

The Inventory Purchaser/Analyst position calls for working closely with supplier logistics operations, Atlas sales management, and Atlas operations teams. Direct reporting is to the Controller.

III. Primary Responsibilities

- Place inventory orders and track order shipments from assigned brewery and beverage partners.
- Enter all Purchase Orders into VIP for assigned products and SKUs.
- Perform trend analysis to maintain balanced inventory levels.
 - Identify products that are performing well or are under-performing.
 - Work with brand leaders to develop movement plans, to include Close To Code products.
- Regularly report inventory stock levels, discrepancies, and other statistical data to Sales (Periodic email update, at least weekly, to sales and operations management of relevant inventory issues.)
- Work closely with Sales and Marketing teams to build ordering forecasts in VIP.
- Support implementation of VIP interface with supplier sites:
 - VIP forecast and ordering tools.
 - Test and implement V17 of VIP Beverage.
 - Supplier interfaces for uploading and downloading inventory and ordering data.
 - MolsonCoors RAS, COIN uploads, etc.
- Document inventory transfers.
 - File claims for reimbursement from brewery and beverage companies.
 - Follow up on outstanding claims.



- Suggest and perform daily inventory allocations, based on current levels and buying availability.
- Timely maintenance of Product setup in VIP
 - Create new items, to include cost, price and deposits.
 - Update Product data regularly, to include annual cost and freight updates.
- Maintain documentation on brewery online access and ordering processes.
- Work closely with Operations and Sales to take action on inventory code dates risks.
- Assist in arranging freight carriers for incoming loads, to include rates and payment terms, as needed.

V. Required Competencies

- Bachelor's degree, or higher.
- Experience with procurement in a fast-paced environment.
- Proven effective inter-personal/communication skills.
- Strong math and analytical skills.
- Inventory trend analysis experience (inventory flows and order cycles).
- Ability to:
 - interpret data quickly.
 - effectively multi-task.
 - show sound judgement in making quick and educated decisions.
 - learn and utilize multiple software systems and interfaces.
 - build relationships – both internal and external.
 - adapt to multiple supplier ordering/forecasting platforms.
 - effectively report in Excel, internet-based applications, data analytics.

The Inventory Purchaser/Analyst's job requires the individual to create a harmonious working relationship with all stakeholders of the organization, internal and external. The organization feels strongly that this objective must be met in order to achieve corporate goals and its mission.

The Inventory Purchaser/Analyst and the company agree to engage in an at-will relationship, this document should not be construed as a contract between the employee and the employer.