



Island Abbey Foods Ltd®  
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**Island Abbey Food Science Ltd.** has an opening for **Inventory Control Manager.**

Island Abbey Food Science Ltd. is a specialty food and natural health products producer based in Charlottetown, Prince Edward Island. Island Abbey Food Science is an innovative company who has won global awards for creating patented honey processes. The company is continuing to grow and offers exciting career opportunities in a fun and dynamic working environment.

Job Title	Department	Reports to
Inventory Manager	Operations	General Manager

**Job purpose**

- To ensure all aspects of inventory flow process are implemented and followed. Working within operations to manage, logistics and supply chain management, work within inventory control system and the programmed software necessary for managing inventory. Monitor movement of inventory throughout the production process from incoming raw materials to final shipment of finished product.

**Duties and responsibilities**

- Follow CGMPS, SOPS, and CODES OF CONDUCT as outlined in the employee handbook.
- To work with production to input daily production records to ensure proper accounting of ingredients and formulas are being followed. - Advise of discrepancies to Production Manager and QA
- Work with Finance to implement work order system and assist Finance with Bill of Materials and monitoring of inventory adjustments.
- Verify physical count of inventory as needed and assign position in Warehouse.
- Designate product incoming and outgoing placement in Warehouse and create and enforce sign in and sign out process for ingredient and non-inventory items.
- To oversee ordering and receiving products in warehouse and inventory system.
- Oversee the receipt of incoming goods in inventory system.
- Work closely with Finance, QA, and Operations to ensure efficient processes in place and monitored
- Prepare and submit inventory control reports to Finance
- Evaluate suppliers: this involves finding suppliers to deliver goods needed by company. This implies that a good rapport should be maintained with suppliers
- Ensure proper management of aging and excess stocks
- Document stocks delivery and supervise their movement into operational processing or position
- Ensure that whatever merchandise are received meet order specifications
- Ensure that inventories are constantly up to standards
- Prepare inventory documentation: this involves accurately recording type, quantity, quality, and other features of inventory for a clear understanding of the state of the stocks

**Qualifications**

- Bachelor Degree in Business or specialization in Information Systems
- Database management, Networking, Server Integration and data warehousing experience preferred
- 2 years of applied application in manufacturing industry
- Knowledge of database management, Inventory System Control, Data Warehouse integration. Great Plains, Vicinity, and Panatracker would be an asset.
- This position has access to confidential information; Trustworthiness, honesty and strong ethics required.

**Direct reports**

- 2 shift inventory technicians. Crew A and B

**How to apply**

- Interested parties please email HR@honibe.com, we thank you for your interest in advance. Only those selected for an interview will be contacted.