Stock and Inventory Specialist

Montreal - Full-time - 744000152698450

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As an Inventory and Stock Specialist at Ubisoft Montreal, you will collaborate with several teams to identify business needs and turn them into solutions. You will contribute to new projects and the continuous improvement of operational processes.

What you'll do:

- Respond to requests from store employees at the counter and through the request management system;
- Collaborate with management and production teams to continuously improve processes;
- Contribute to the development of procedures, administrative frameworks, standards, and policies related to inventory management and equipment distribution;
- Establish performance indicators suited to inventory activities;
- Identify incomplete transactions in the database and follow up with the relevant teams;
- Review cycle counts for different products and identify discrepancies;
- Report irregularities involving inventory and the import and export of goods;
- Maintain inventory accuracy across all locations, including during the shipping and receiving of goods;
- Support management with various projects and participate in department meetings.

What you bring to the team:

- Communicate clearly and listen attentively in French and English, both verbally and in writing;
- Collaborate effectively with different teams while demonstrating openness and diplomacy;
- Organize priorities and manage multiple follow-ups with care;
- Interpret data using Excel, SQL, and other relevant tools;
- Adapt quickly to change in an evolving environment;
- Apply relevant experience in inventory management and process change;
- Understand activities related to information technology, finance, procurement, and operational process planning;
- Apply knowledge of project life cycles, Agile and Waterfall methodologies, and enterprise resource planning systems such as ServiceNow and Ivalua.