
Category Coordinator

With its Corporate office in Red Deer, Alberta and its Regional office in London Ontario, Peavey Industries LP is the corporate parent to retail brands Peavey Mart, MainStreet Hardware, and Ace Canada. We are 100% Canadian and employee owned.

Peavey is an engaging workplace. We are proud to promote from within and provide training to make this possible. We offer flextime and comprehensive benefits.

We are committed to our customers and the communities and agricultural regions we serve every day.

Job Overview: The Category Coordinator is responsible to provide support to the Category Manager in the delivering of financial matrix for their business, this includes sales, margin, inventory and purchase plans.

Ideal Candidate: The ideal candidate has 3-4 years' experience in business analysis, data management and price management. The individual is highly motivated and thrives in a fast-paced environment.

Responsibilities

- Maintain vendor fund contracts/documentation and work out any vendor funds related issues with vendors
- Prepare vendor analysis reports and attend vendor meetings or negotiations, as required
- Review list of current trusted vendors and research and evaluate potential new vendors
- Amend vendor database as needed after initial set up
- Assist in product sourcing for better cost, new items, consolidation, etc.
- Support interdepartmental communication and execution for any RTVs, Buy Backs, Recalls or Rebalances
- Create SKU's and setup vendors in MMS, using information from SKU Set-Up form
- Quality Check WHMIS and Other Information from Vendor on SKU Upload Form
- Responsible to coordinate the line review process and PIT forms, as well as participate in any cross functional change assortment meetings
- Prepare and analyze statistical SKU data and propose recommendations to Category Manager
- Work with Pricing Analyst to support in developing tiered markdown strategies to minimize margin degradation, by ensuring reduction of prices are in line with rules set out in the system
- Support in analyzing market trends versus current state of category assortment Assist with forecasting and developing the business plan
- Assist in delivering the financial metrics for the category assigned
- Positively communicate and demonstrate the company's core values

Qualifications

- Education in Business or a related field/equivalent experience
- 3-4 years experience in business analysis and research, experience in retail considered an asset
- Results oriented/driving performance
- Data management and analytics

- Ability to work under pressure
- Price management and analysis
- Personal motivation/determination
- Merchandise financial planning
- Problem solving
- Data entry and management

Employee Perks

- Employee Ownership Program
- Employee Discount
- RRSP Matching Program
- Competitive Group Benefits
- Inclusive work culture
- Laid back atmosphere
- Work-life balance

***Only those selected for an interview will be contacted.**