



Job Posting

Job Title: Retail Restock Coordinator
Status: Permanent
Reporting to: Manager, Planning
Location: Ottawa, ON

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Opportunity:

Working closely with the Planning departmental staff, the Retail Restock Coordinator executes plans for distribution of products in an efficient and timely manner to our retail stores.

Key Responsibilities:

- Review, modify and execute daily restock for stores
- Bulk ups to stores with products based on upcoming marketing pieces/events as required
- Communicate with stores and act on restock related inquiries
- Proactively identify and set up items that require crossdocks
- Working with traffic and distribution center to build and amend daily store restock schedule
- Recall inventory from retail stores for the purpose of stock balancing or specific requests
- Propose process improvements
- Other assignments as required

Job Specific Skills:

- Detail oriented with excellent organization and time-management skills
- Ability to work quickly and accurately to meet daily deadlines
- Knowledge of Lee Valley product lines
- Intermediate Excel skills
- Excellent communication skills
- Knowledge of purchasing, receiving, inventory control procedures an asset
- Working knowledge of all restock and min/max processes

Knowledge and Skills:

- Requires a 1-2 year college diploma and/or 1-2 years related experience
- Proficiency with Microsoft Office products

Interested in joining the Lee Valley Team?

[Apply online with ADP](#)