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Procurement & Supply Chain Analyst

CKF Inc., a leader in Canada's pulp molding industry is a progressive company with a strong commitment to safety and Continuous Improvement. CKF Inc. is a National Company with plants located in British Columbia, Ontario, Nova Scotia and the states of Iowa and Texas, manufacturing numerous types of food packaging.

We are seeking a Procurement & Supply Chain Analyst to join our team in Hantsport, NS. This role provides analytical, operational, and project support across Procurement, Logistics, Planning, and Inventory Control. We are looking for a highly analytical and detail-oriented professional who enjoys working with data, solving problems, and collaborating across teams to improve supply chain performance.

This role offers broad exposure across the organization and the opportunity to contribute to strategic procurement initiatives, continuous improvement projects, inventory optimization, and data-driven decision-making.

KEY RESPONSIBILITIES:

Planning & Inventory Control

- Maintain, analyze, and report on inventory levels, inventory value, warehousing costs, inventory coverage, and slow-moving SKUs.
- Collaborate with Production Scheduling, Sales, and Customer Care to prioritize customer requirements and loads while balancing inventory availability, production capacity, and transportation needs.
- Develop, maintain, and monitor Slow Moving & Obsolete (SLOB) inventory reporting and coordinate action plans with key stakeholders.
- Coordinate PPIC meetings and prepare supporting information related to inventory, quality, production plans, customer requirements, and warehouse needs.
- Analyze forecast versus actual sales to identify trends, variances, and potential supply and demand risks.
- Coordinate product movement between production facilities and maintain reorder points to support appropriate inventory levels and customer fill rates.
- Analyze product and pallet configurations to maximize warehouse capacity, transportation efficiency, and overall supply chain performance.
- Maintain and update TOPS and the PET product catalogue, ensuring product, packaging, pallet, and configuration information remains accurate and current.

Procurement

- Identify opportunities for supplier, specification, purchasing, and material rationalization to reduce costs and improve supply reliability.
- Track and analyze information to support energy procurement decisions.

- Provide finished-goods analysis for corrugate and plastic purchases in collaboration with Corporate Procurement and plant purchasers.
- Support sourcing and quotation activities by preparing cost comparisons, supplier analyses, and recommendations for Procurement leadership.
- Maintain accurate procurement data, pricing, supplier information, and supporting documentation.

Reporting, Data & Market Analysis

- Prepare recurring management reports, analyses, and presentations for Procurement and Supply Chain leadership.
- Maintain accurate and reliable data and reporting to support procurement, inventory management, forecasting, budgeting, and operational decision-making.
- Support cost analyses, business cases, financial evaluations, and other analytical requirements associated with Procurement and Supply Chain initiatives.
- Translate complex data into clear insights and actionable information for management and cross-functional stakeholders.

Continuous Improvement

- Recommend, coordinate, and support continuous improvement initiatives across Procurement and Supply Chain.
- Identify opportunities to improve processes, systems, reporting, supplier performance, inventory management, freight efficiency, and operational workflows.
- Collaborate with cross-functional teams to implement and sustain process improvements.

Logistics

- Provide backup support for inbound freight coordination, including the transportation of parts, equipment, and machinery.
- Coordinate inbound freight for raw materials, including transportation arrangements, documentation, and customs clearance requirements.
- Provide vacation coverage for outbound freight activities, including freight quoting, shipment tracking, cost analysis, and coordination with internal and external stakeholders.

QUALIFICATIONS & SKILLS:

- Post-secondary education in Supply Chain Management, Procurement, Business, Finance, Economics, or a related field.
- 2–5 years of experience in procurement, supply chain, logistics, inventory management, business analysis, or a related field.
- Strong analytical and problem-solving skills with the ability to interpret complex information and turn data into meaningful business recommendations.
- Advanced Microsoft Excel skills are required, including strong proficiency with pivot tables, VLOOKUP/XLOOKUP, complex formulas, data manipulation, analysis, and the development of reports and tools to support business decisions.
- Experience working with ERP, procurement, inventory, or supply chain management systems.
- Experience with Power BI or other business intelligence and reporting tools would be considered an asset.
- Strong attention to detail with a high degree of accuracy.
- Excellent organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Strong communication and interpersonal skills with the ability to collaborate effectively across departments and locations.
- Ability to independently research information, investigate issues, identify trends, and develop practical solutions.

- Experience within manufacturing, packaging, commodities, energy procurement, or industrial supply chains would be considered an asset.

WORKING ENVIRONMENT:

- Located in the beautiful Annapolis Valley, only 55 minutes from Halifax
- Reporting directly to the Corporate Manager of Procurement & Inventory
- This is an on-site position

CKF offers a competitive wage and benefit package (including a pension plan). If you want to work for a dynamic and exciting company and enjoy the challenges of working on a variety of duties in a fast-paced environment, then come be a part of our team.

The successful candidate will be required to provide a clear criminal background check.

Qualified candidates can apply with cover letter and full resume at the following link:

<https://jbtmz.me/s/?e=OSdelYHd>

Deadline for applications is October 23, 2026.

CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

An Equal Opportunity Employer