



Every moment of every day, people all over the world turn to Panasonic to make their lives simpler, more enjoyable, more productive, and more secure. Since our founding almost a century ago, we've been committed to improving peoples' lives and making the world a better place—one customer, one business, one innovative leap at a time. Come join our journey.

Currently, Panasonic Canada Inc. is seeking a **Sales Order and Procurement Coordinator**

A subsidiary of Panasonic Corporation of North America, Panasonic Canada Inc. (PCI) is a leading technology provider to businesses, government agencies and consumers across the region. The company leverages its strengths in Living Spaces, Immersive Entertainment, Sustainable Energy, Automated Supply Chains and Connected Solutions to provide secure and resilient integrated solutions for B2B and B2G customers. Panasonic was highlighted in **Forbes Magazine's** Global 2000 ranking as one of the Best Regarded Companies for 2019. The ranking is based on outstanding scores for trustworthiness, honesty with the public and superior performance of products and solutions. We are also proud to be recognized as one of **Greater Toronto's Top Employers** for 2020 and 2021. The Greater Toronto's Top Employers recognizes employers with exceptional human resources programs and forward-thinking workplace policies.

THE OPPORTUNITY:

The Sales Order and Procurement Coordinator is responsible for processing customer sales orders according to detailed departmental plans. This person will be administering purchase plans and providing accurate and timely Purchase, Sales, and Inventory reports for management approval. Additionally, they will be responsible for resolving and following up on customer, or product delivery requirements or issues. They will act as inside support for outside sales staff in the day-to-day management of accounts. Moreover, they will maintain data bases, prepare reports, and load sheets, update vendor information, and set up new vendors as required.

CORE RESPONSIBILITIES:

Purchase, Sales, and Inventory Forecasting –

- Supports Supply Administration for AV product categories.
- Works with marketing manager to create supply plan within IBP system.
- Ensures purchases are entered and supply plan is monitored for accuracy against factory ATP reply within SAP.
- Assesses PSI reports for the product purchase levels in accordance with the product target days and budgeted inventory level.
- Advises of any purchase and inventory discrepancies within the lock period.
- Updates associated sales forecasts and ensures product purchase levels are kept within the inventory budget level.
- Prepares inquiry reports and air shipment requests to factory.
- Prepares monthly PSI report and recommendations for management review and upon approval prepares purchase orders for factories and or local suppliers.

Panasonic

- Analyzes backorder reports weekly and works closely with Marketing/Product Managers and suppliers during the month to ensure models are current and inventory is at satisfactory levels.
- Liaises with factories and local suppliers to follow up on back orders, confirm product shipping dates, ship direct requirements where applicable, air shipments, or sea shipments and export order requirements.

Order Processing –

- Processes distributor, dealer, and direct orders according to detailed departmental programs.
- Ensures SOX policy is followed by attaching all associated documentation including special pricing and approvals, delivery arrangements and other order processing details.
- Monitors and tracks special price programs or promotions and communicates any issues surrounding price programs and policies.
- Monitors stock availability and advises customers and internal staff of backorders.
- Allocates distribution of products upon arrival based on pre-determined criteria and/or upon advice of management.
- Handles special customer requests regarding product orders, back-order information, and delivery schedules.
- Ensures appropriate customer order data relating to account information, item/quantities, distribution methods, payment modes and other delivery terms is entered to SAP.
- Runs reports to verify data entered and follows up with dealers, management, finance, or other internal contacts to correct any customer order issues.
- Processes return authorizations in cooperation with the Service Department and Warranty product orders.
- Provides backup to order desk for vacation purposes.

Invoice Maintenance –

- Investigates any distributor or dealer invoicing problems relating to pricing errors, price protection, dealer rebates, spiffs, special pricing claims, short shipments, freight claims.
- Corrects any discrepancies in accordance with PCI pricing policies and procedures.
- Maintains and monitors account credit/debit charges relating to accounts in accordance with established policies and procedures.
- Prepares credit documentation and enters pertinent account adjustments, including explanation of credit/debit request to facilitate approval by accounting,

Sales Support –

- Acts as inside support for the outside sales staff in the day-to-day management of their accounts, including but not limited to product availability, orders processed, and navigating SAP.
- Creates and maintains business information data base in connection with pricing information, quotations, proposals, customer sales history.
- Prepares reports as required.

**Master Data –**

- Updates and maintains Material Master Load Sheets, including price changes, changes to carton weight and measure, vendor number, or country of manufacture.
- From time-to-time, transfers stock in SAP to fill orders, transfers to fixed assets, or Master Sales Sample.
- Updates master data for all related PSI products including uploading price master changes quarterly.

SKILLS & ABILITIES REQUIRED:

- A minimum of a high school diploma, with 3-4 years of previous related work experience.
- Working knowledge of Microsoft Office Suite (intermediate knowledge of Excel required).
- Knowledge of SAP and IBP.
- Ability to problem solve.
- Excellent interpersonal and written and oral communication skills. Majority of work performed requires establishing and maintaining rapport with external customers, communicating with factories, internal Customs and Transportation department, Finance, and warehouse staff.

WHAT WE OFFER:

We believe that in order to drive our business to continued heights, which will in turn create a better life and a better world, for all people, our business practices and our contribution to society must be rooted in diversity, equity, and inclusion.

We foster an environment in which everyone is able to share their voice and talents, in a safe space, where they have the opportunity and resources to fully realize their potential.

We are therefore committed to developing and realizing programs, tools and processes that ensure a diverse, equitable and inclusive environment for our employees, in turn benefiting our partners, customers and communities we serve.

Panasonic Canada Inc. offers competitive compensation and benefits including a pension plan and a group RRSP, great work/life balance program, professional development opportunities and the chance to work for a world class organization.

Panasonic Canada Inc. has an accommodation process in place and provides accommodations for job applicants with disabilities as appropriate. Assessment and selection materials and procedures can be made available in accessible formats and methods as appropriate. If you require a specific accommodation because of disability or medical need, please let us know when selected to take part in our recruitment process so that reasonable arrangements can be made for the appropriate accommodations to be in place as you move through our process.

We thank you for your interest in working for Panasonic Canada Inc. Only candidates selected for an interview will be contacted.



Please apply by email at PCICareers@ca.panasonic.com