



<https://intscanada.com/job/admin-purchasing-assistant/>

## Admin/purchasing assistant

### Description

### Benefits

Pulled from the full job description

- Dental care
- Paid time off

### Hiring organization

INTS Consulting

### Date posted

2023-08-29

Wanted – outgoing and energetic admin/purchasing assistant for busy custom manufacturing business in the Danforth and Birchmount area. In-office position, 8:30AM to 5PM Monday to Friday with rare overtime hrs. expected

### Responsibilities will include but are not limited to:

Source and procure materials for projects

Assist project managers with project coordination

Create purchase orders in *Quickbooks* and maintain purchase order database

Submit approved vendor bills and receipts to the accounting dept. for processing

Manage *Outlook* calendar and schedule meetings, set up reminders for meetings and type agendas

Arrange travel such as flights, car rental and accommodation

Receive all incoming mail and packages

Handle incoming/ outgoing shipping

Arranging shipping and brokerage

Maintain work order database

Maintain vendor contacts in *Outlook*

Light cleaning and vacuuming of reception area, hallways and boardroom

Answer phones

Monitor and maintain office and breakroom supplies

**Skills:**

Proficient in *Microsoft Office 365* and *Excel*

Good communication skills both written and verbal

Knowledge of *QuickBooks* an asset

Ability to work independently and meet deadlines

Take ownership of tasks

Punctuality a must

Training will be provided. Starting employee wage depending on experience is \$26 per hour. Opportunity for growth.

Job Type: Full-time

Salary: From \$26.00 per hour

Expected hours: 40 per week

Benefits:

- Dental care
- Paid time off

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Scarborough, ON M1K 1N3: reliably commute or plan to relocate before starting work (required)

Education:

- Secondary School (required)

Experience:

- purchasing: 1 year (required)

Language:

- English (required)

Work Location: In person

Expected start date: 2023-09-06