

https://intscanada.com/job/junior-buyer/

# ????-Junior Buyer

# Description

# **Benefits**

Pulled from the full job description

- Casual dress
- · Dental care
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off

## Hiring organization

INTS Consulting ???????????

Date posted 2023 [9] 18]

#### \*NO RECRUITING AGENCIES PLEASE\*

#### JOIN A TEAM WITH THE STRENGTH OF STEEL

Steelcon employees design, fabricate and build some of the most iconic steel structures from coast to coast. Whether you're working at one of our offices, shops or jobsites, at Steelcon you'll make an impact every day.

As a Buyer at the head office in Vaughan, ON, you will be a great asset to our team

## What you'll love about us:

- · Competitive wages
- · Annual salary reviews
- · Benefits packages
- Paid time off / vacation
- Retirement savings program
- · Long-term incentive plan
- Training and development
- Contribution-based advancement opportunities

### What we'll love about you:

- Up to 2 years of relevant purchasing experience.
- Post-secondary education in Purchasing or Supply Chain is an asset.
- · Familiarity with procurement processes, concepts, and terminology.
- Negotiation skills and awareness of impact on company and projects.
- Attention to detail and accuracy in all work performed.
- Effective verbal and written communication skills.
- Strong organizational and time-management abilities.
- Demonstrates ability to work in a fast-paced environment.
- Effective verbal and written communication skills.
- · Working knowledge of Microsoft Office Suite as well as other ERP systems.
- Good organizational abilities are needed to manage multiple tasks, prioritize effectively, and ensure timely completion of assignments.

#### What you'll work on:

As Steelcon's Junior Buyer, you will play a role in supporting the company's purchasing functions. You will collaborate with various teams, vendors, and suppliers to optimize the purchasing processes and contribute significantly to the organization's overall achievements.

- Accurately input data related to purchase orders, inventory levels, and supplier information into our ERP system
- Assist in the creation and management of purchase orders based on internal requisitions and specifications
- Monitor and track order statuses to ensure timely deliveries and address any potential delays
- Maintain well-organized purchasing records and up-to-date supplier details
- Work with other departments and vendors to resolve discrepancies as required.
- Communicate professionally with suppliers to request quotes, obtain product information, and coordinate order placements

#### Skills and experience in:

Time-management, detail oriented, organizational skills, proactive, self-starter, negotiation, bids, risk-management, commodity, construction, manufacturing, data analysis.

We thank all applicants for their interest in exploring employment opportunities with Steelcon group of companies. However only those selected for an interview will be contacted.

Steelcon group of companies is an equal opportunity employer committed to accommodating an inclusive environment for all employees and applicants.

Accommodation for applicants with disabilities will be made during the recruitment process when requested.

Not the right fit at this time? Let's keep in touch! Click hereto join our Talent Community and stay connected on social media.

Job Type: Full-time

#### Benefits:

- Casual dress
- Dental care
- Employee assistance program
- Extended health care

• Life insurance

# Flexible Language Requirement:

• French not required

## Schedule:

• Monday to Friday

Ability to commute/relocate:

• Vaughan, ON: reliably commute or plan to relocate before starting work (required)

# Experience:

• purchasing: 3 years (preferred)

Work Location: In person