

https://intscanada.com/job/junior-purchaser-kitchen-manufacturing/

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**Description** 

Job Posting: Junior Purchaser for Kitchen Manufacturer

**COMPANY**: Niico Millwork Group Ltd.

EST. in 2015, NIICO Millwork LTD has been providing clients with expertly designed and crafted high-end custom kitchens, vanities and wardrobe systems. We are excited to deliver to each client a superior product perfectly fitted to their space, handcrafted in Toronto Canada, by some of the best craftsman, engineers, project managers, and designers. With our carefully curated selections we are able to offer a high-end product in an array of finishes, delivered timely and efficiently, with transparency throughout the entire process.

Niico Millwork Group Ltd. is committed to their core values and their initiative to growth. We are currently looking for a **Purchaser with relevant kitchen manufacturing experience** to join our team.

### **POSITION OBJECTIVE:**

The **Junior Purchaser** position is a vital support link in the supply chain of materials and supplies to our production plant. The position works to ensure that the most cost-effective materials are selected, while maintaining high standards of quality that meet the requirements of Niico Millwork Group Ltd. Day to day duties include the oversight of material purchasing, vendor selection and ensuring materials are available for production scheduling. Other duties include cage management, receiving, accurate storage, inventory control and material handling.

## **RESPONSIBILITIES:**

- · Work with Purchasing Manager and peers to ensure the day-to-day efficiencies of the purchasing department, the inventory cage, the flow of paperwork / tracking and interaction of Vendors are managed in an efficient manner.
- · Create, cut, process purchase orders.
- · Maintain accurate and current supplier and item information to ensure that pricing, terms, and deals are proactively updated in current system.
- · Possess current working knowledge of all assigned vendor lines.
- · Purchase special & stock items at the right quantity & cost, with tight timelines.
- $\cdot$  Maintain inventory levels by using various buying reports to ensure adequate fill rate is available for manufacturing and customers.
- $\cdot$  Advise operation and manufacturing personnel of outstanding and potential issues with inventory.

Hiring organization
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Date posted 2023 ? 9 ? 13 ?

- · Foster positive relations and communications with warehouse, receiving, sales, and accounting personnel.
  - Advise sales personnel of out-of-stock items; estimated availability; and making recommendations for alternate product.

#### **REQUIREMENTS:**

- · Must have previous experience in kitchen purchasing
- · Minimum of 2- 3 years of related kitchen purchasing experience
- · Ability to multi-task at a high level
- · Strong organizational skills
- · Excellent communications skills
- · Strong negotiating skills
- · Ability to manage a heavy workload
- · Detail oriented
- · Strong analytical skills, computer savvy (especially Excel Skills)
- · Excellent math skills; firm grasp on basic accounting
- · Ability to take initiative, with a "can do" attitude

Niico Millwork Group Ltd supports diversity, equity and a workplace free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any aspects of the selection process, please notify us and we will work with you to meet your needs.

Job Type: Full-time

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Benefits:

• Extended health care

Schedule:

· Monday to Friday

Supplemental pay types:

Overtime pay

Ability to commute/relocate:

 Greater Toronto Area, ON L4L 8L6: reliably commute or plan to relocate before starting work (required)

Application question(s):

• Do you have experience in Purchasing and Procurement in a manufacturing environment that produces Kitchens and Kitchen Components?

# Experience:

• Procurement & Purchasing Occupations: 2 years (required)

Work Location: In person