



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

INTS CONSULTING - Junior Purchaser - Kitchen Manufacturing

Hiring organization
INTS Consulting (9090909090)

Description
Job Posting: Junior Purchaser for Kitchen Manufacturer

Date posted
20230913

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.
- Maintain inventory levels by using various buying reports to ensure adequate fill rate is available for manufacturing and customers.
- Advise operation and manufacturing personnel of outstanding and potential issues with inventory.

