

https://intscanada.com/job/purchasing-agent-2/

# ????-Purchasing Agent

#### **Description**

#### **Benefits**

Pulled from the full job description

- Casual dress
- Dental care
- · Extended health care
- · On-site parking
- · Paid time off
- RRSP match
- Vision care

Date posted 2023[8][29]

One of the fastest growing architectural hardware and electronic security distributors in Canada. We are looking for a full-time Purchasing Agent to join the team at our fast-paced, high energy, Toronto office.

As Purchaser your tasks are to:

- Analyze inventory levels using our ERP software
- Issue purchase orders to over 150 vendors
- Verify vendor acknowledgements to ensure pricing and quantities are correct
- · Consult with suppliers to establish delivery dates
- Monitor progress of deliveries
- Contact clients, in-house sales staff, and suppliers to resolve problems
- Answer questions from Accounts Payable in a timely manner

## Qualifications:

- Practical experience in purchasing is valued
- Strong interpersonal skills must be in constant communication with several individuals amongst our 6 locations
- · Good judgment and decision-making skills
- Comfortable with computers including ERP software and good knowledge of Microsoft products – we try to operate in a paperless environment as much

as possible

• Must be a problem-solver – we are constantly evolving and growing therefore suggestions are always needed

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This job is full-time, Monday to Friday with special summer and Holiday hours, as well as lots of other fun perks. We provide you with full benefits for you and your family.

The salary will depend on experience.

Job Types: Full-time, Permanent

Salary: \$50,000.00-\$55,000.00 per year

### Benefits:

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Flexible Language Requirement:

· French not required

## Schedule:

· Monday to Friday

Supplemental pay types:

• Bonus pay

#### Language:

• French (preferred)

Work Location: In person