



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

INTS-Purchasing Agent

Description Languages

English

Education

- College/CEGEP

Experience

2 years to less than 3 years

Responsibilities

Tasks

- Purchase general and specialized equipment, materials or business services
- Assess requirements of establishment
- Develop specifications for equipment, materials and supplies to be purchased
- Consult with suppliers
- Hire, train and supervise staff
- Review quotations
- Establish delivery schedules
- Monitor progress of delivery schedules
- Contact clients and suppliers to resolve problems
- Plan, organize and oversee operational logistics of the organization
- Provide customer service

Experience and specialization

Computer and technology knowledge

- MS Word
- MS Outlook

Area of specialization

- Industrial

Additional information

Personal suitability

- Client focus
- Efficient interpersonal skills

Hiring organization

INTS Consulting

Date posted

2023-08-29

