

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

????-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

Date posted 2023[78][29]

- Excellent written communication
- Organized
- Team player
- Time management

Job Types: Full-time, Permanent

Salary: \$31.80 per hour

Expected hours: 35 - 40 per week

Supplemental pay types:

• Overtime pay

Ability to commute/relocate:

 Mississauga, ON L4W 1P1: reliably commute or plan to relocate before starting work (required)

Experience:

• purchasing: 1 year (preferred)

Work Location: In person