



<https://intscanada.com/job/purchasing-assistant/>

## Admin/purchasing assistant

### Description

Service Door Industries – Purchasing Assistant

Location: Mississauga, ON Building 1

Monday to Friday 8 am-4:30 pm

SDI is a progressive industrial overhead door manufacturer looking for a Purchasing Assistant. In this role, you will responsible for a variety of purchasing tasks to support the Purchasing Department and ensure the daily operations run accurately and efficiently.

The following is a brief overview of the position; however, the employee is expected to assist other staff as required from time to time in various duties as needed.

- Prepare and issue purchase orders
- Review and process purchase requisition requests
- Help to ensure delivery of purchase items on a timely basis.
- Furnish information concerning backorders with action plan.
- Process Receiving Discrepancy Reports and Non-Conformance Reports, with follow-up action.
- Troubleshoot vendor delivery issues including lost, damaged, backorders and short shipments
- Work with vendors to obtain best quality, delivery and prices.
- Work with internal team to resolve product issues.

### Personal Qualifications:

- Positive and passionate about work
- Strong problem-solving skills
- Excellent time management skills
- Ability to work independently or as a team
- Highly organized and efficient
- Comfortable with Technology
- Interpersonal written and verbal communication skills

### Requirements:

- University degree or college diploma in related field (Preferred)
- Advanced skills in Microsoft Excel. (Required)
- Purchasing or related field: 1 year (Preferred)
- Excellent command of the English Language in written and verbal
- Bi-Lingual in Spanish or French – an asset

Job Type: Full-time

Salary: \$46,000.00-\$52,000.00 per year

### Hiring organization

INTS Consulting

### Date posted

2023-09-15

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Profit sharing
- RRSP match
- Vision care

Schedule:

- 8 hour shift
- Monday to Friday

Supplemental pay types:

- Bonus pay
- Overtime pay

Ability to commute/relocate:

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

Experience:

- Purchasing: 1 year (required)

Work Location: In person