



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

INTS CONSULTING - Purchasing Coordinator

Description

PURCHASING COORDINATOR

Grade 4

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Keilhauer manufactures seating and tables that makes work more comfortable for all. Keilhauer products are thoughtfully made to support communication and engagement in spaces such as meeting rooms, collaboration areas, lobbies and lunchrooms. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards.

SUMMARY

The Purchasing Coordinator is responsible for providing support and carrying out the day-to-day administrative tasks within the Purchasing department. Working under the direction of the Procurement Manager, you will make decisions regarding the procurement of office supplies, personal protective equipment, hardware components and other miscellaneous items as required by operations. Maintaining appropriate levels of supplies furthers Keilhauer's mission of making work comfortable for all. This position also acts as back-up to the Receptionist, relieving breaks and absences.

This entry-level position is best suited to an organized team player with strong administrative skills who can effectively juggle multiple priorities. There is a strong support element to this role, so your ability to build meaningful working relationships and understand the needs of others are valuable tools to your success.

QUALIFICATIONS

- Previous experience working in an administrative capacity in a fast-paced manufacturing environment is an asset.
- Completion of a high school diploma.
- Proficient in Microsoft Word, Excel and Outlook; previous experience using Syteline or similar ERP is an asset.
- A valid driver's license, valid insurance and access to a vehicle is a requirement, as there is a requirement to travel between our sites.

WORKING CONDITIONS

This role is performed primarily in an office environment which is typically quiet. Most of your duties will be fulfilled with the use of a computer and office equipment, with communications taking place by phone, email or in person. Some functions of your role will be conducted in the manufacturing facility, where you may be exposed to dust particulates and noise.

Hiring organization

INTS Consulting

Date posted

2023-09-05

- This position requires frequent, dynamic interaction through face-to-face contact, email and phone communications.
- Must be able to handle frequent interruptions to planned work activities.
- Must be able to respond and adapt quickly in a dynamic and changing environment.
- Must be able to handle the stress of dealing with issues in a professional manner.
- Must be willing to participate in seminars, training and/or thought leadership relevant to the position or industry.
- Follows all company and OSHA Safety regulations; works in a safe manner and uses personal protective equipment, if required; reinforces housekeeping and Keilhauer’s core values.

COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. As of September 22, 2021, all employees are required to provide proof of receiving two-doses of an approved COVID-19 vaccine.

We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

DOES THIS ROLE SOUND LIKE A FIT?

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to careers@keilhauer.com and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.

Job Type: Full-time

Salary: \$42,500.00-\$45,500.00 per year

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Profit sharing
- Vision care

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Scarborough, ON M1P 2E3: reliably commute or plan to relocate before starting work (required)

Application question(s):

- Are you willing to undergo a background check, in accordance with local law/regulations?

Education:

- Secondary School (preferred)

Experience:

- purchasing: 1 year (preferred)

Licence/Certification:

- Driving License and access to a vehicle (preferred)

Work Location: In person