

PURCHASING COORDINATOR

Our client is one of the largest manufacturing companies in North America servicing customers and suppliers primarily in Canada, the United States, and on occasion worldwide.

Reporting to the Supply Chain Manager, the **Purchasing Coordinator** is responsible to implement and manage procurement activities within the department. Responsibilities:

- Maintain procurement system, ensuring all purchase orders and invoices have been input and are accurate
- Communicate with all departments
- Reviews invoices to purchase orders and resolves any discrepancies
- Confirmation of order quantity, pricing and availability
- Ensures accuracy of orders and creates purchase orders
- Communication of orders to vendors
- Ensure audit compliance and order accuracy
- Sets up new vendors as required
- Works with all members of procurement team and assists as necessary
- Track purchasing activity and measurements
- Able to work effectively in a team environment
- Excellent communication skills required with Suppliers, Operations, Sales and Quality departments

Qualifications:

- Post secondary education preferred
- CPM (Certified Purchasing Management)
- Experience with lean manufacturing an asset
- Strong MS Office skills
- Experience with procurement software/AS 400 Systems

If you would like more information about this position, please contact Cindy Delisle, Legacy Bowes Group at (204) 934-8845. If you believe you can make a strong contribution to this organization in the role of Purchasing Coordinator, please submit your resume in confidence to cindy@legacybowes.com.