

PURCHASING ADMINISTRATOR

THE JOB

Reporting to the Purchasing Manager, the Purchasing Administrator provides a high level of clerical support, administrative work and coordination between the Purchasing team and its internal and external customers.

DUTIES & RESPONSIBILITIES

- Produce purchase orders, sales confirmations, remanufacturing runs, lists, reports and related documentation with attention to detail, thoroughness and accuracy.
- Maintain an organized and efficient purchasing system that captures useful information about suppliers, including cost, statistical details, historical information and potential considerations (Salesforce).
- Consistently be proactive and ensure timely delivery of all inbound and direct shipments.
- Communicate any issues to sales/purchasing/admin as required.
- Assume all administrative responsibilities associated with purchasing.
- Work with the Logistics team to support Purchasing.
- Maintain up-to-date oddball/overstock lists.
- Assist team members with daily tasks.
- Perform administrative duties pertaining to purchasing.
- Help develop systems to streamline workflow and processes.
- Assist in reporting on all Purchasing KPIs.
- Assist in tracking overstock and oddball items.
- Assist in making Sales aware of old stock available.
- Update supplier and potential supplier lists through Salesforce.
- Carry out responsibilities in accordance with company core values, policies and applicable law.
- Participate in training and cross-training initiatives.

KNOWLEDGE & SKILLS REQUIRED

- Extremely organized
- Team player
- Positive attitude
- Strong work ethic
- Proactive and a doer
- Good follow-up skills and strong attention to detail
- Strong working knowledge of Windows, Word, Excel and Outlook
- Previous administrative experience considered an asset



THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "YOU'LL LOVE DOING BUSINESS WITH US".

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

