



## We're looking for a Purchasing/Inventory Coordinator!

Process purchasing transactions and maintain inventories of materials, equipment, and stock.

Department:

Administrative

Reports to:

Office Manager

Responsibilities

- Review requisition orders for accuracy and verify that materials, equipment, and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Calculate the cost of orders and charge or forward invoices to appropriate accounts
- Process purchases within purchasing authority
- Communicates with suppliers to resolve problems that may arise regarding delivery, quality, price, or conditions of sale in a timely manner.
- Collaborates with sales, engineering, and other departments to maximize efficiency in the purchasing and inventory control department.
- Provides shipping quotes in a timely manner.
- Prepare and maintain purchasing files and reports.
- Maintains knowledge of trends, prices, and delivery conditions to anticipate future material availability.
- Compile inventory reports, recording the quantity, type and value of materials, equipment, and stock on hand.
- Prepare requisition orders to replenish materials, equipment, and stock in a timely manner
- Reconcile physical inventories
- Maintain stock rotation and replenishment
- Report outdated inventory stock, disposals and required inventory adjustments to Finance Manager
- Maintain and update production schedule based on customer regarding the delivery of products
- Schedule and coordinate the sourcing of engineering work from third-party contracts.



- Ensures competent quality execution of all day to day purchasing duties and administrative works.
- Handles associates purchasing issues by providing solutions, often within a time limit, to ensure effective teamwork.
- Liaisons between associates and suppliers to meet company purchasing deadlines.
- Support with other purchasing and inventory-related duties as assigned.

#### Qualifications and Skills

- At least five years of purchasing/inventory experience required
- Related post-secondary education
- Ability to exercise tact, courtesy, and ethics when dealing with vendors, co-workers, and customers
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite
- Works well in a multi-tasking environment.
- Working Environment Work performed mostly in a desk/office environment and may occasionally work on the manufacturing operations
- floor with minimal elements such as noise and dust. Must be able to sit or stand for an entire 8 hours and thrive within a busy working environment to meet deadlines

**Apply online at [www.sheridanseating.com/careers](http://www.sheridanseating.com/careers)**