



Position Description

Position Title: Purchasing Administrator

Work Location: Nisku

Department: Finance

Title of manager this position reports to: Controller

Positions reporting to this role: N/A

Work Rotation (if applicable): 5 days on, 2 days off

Work Days / Hours: 8:00 am – 5:00 pm with 1 unpaid lunch

Purpose of Role: Assist all areas in making purchases and administrating of the PO process.

CORE RESPONSIBILITIES

- Create purchase orders and repair orders for vendors;
- Deal with vendor contracts and manage key vendor relationships;
- Data entry of purchasing data and management of vendor invoices;
- Matching of invoices to PO and repair orders;
- Overseeing of parts purchases from the parts staff;
- Perform cycle counts and inventory counts;
- Ship and receive materials as needed.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Minimum 2 years experience working with purchase orders and purchase order processes;
- Experience managing vendor relationships;
- Experience in plant or mechanical parts purchasing;
- Experience using ERP systems to look up part numbers, make adjustments and enter data;
- Intermediate proficiency in Microsoft Excel
- Moderate proficiency in other MSOffice applications (Outlook, Word, PowerPoint)
- Attention to detail with strong planning, organizational and communication skills;
- Experience working with consignment inventory;
- Experience with TMT software application would be considered an asset.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

- This position works in an office setting and general physical requirements associated with using a computer at a desk would apply.
- Periodic light lifting of supplies, materials, files and file boxes.

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

<i>Document Revision Control</i>	
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