



1640 Threshold Drive
Abbotsford Airport
Abbotsford, BC V2T 6H5
Tel: 604.557.9690
Fax: 604.557.9691

POSITION DESCRIPTION

Purchaser and Inventory Control Person

JOB TITLE: Purchaser and Inventory Control Person

REPORTS TO: Materials Manager

JOB SUMMARY:

The responsibility of the Purchaser and Inventory Control Person is to organize and maintain stores and ensure parts are purchased in a timely cost effective manner.

MAJOR RESPONSIBILITIES:

- Manage and maintain stores
- Manage and maintain purchase orders, track and follow up on open purchase orders
- Receive and prioritize parts requests from the production department
- Prepare and obtain parts purchasing approvals from production department
- Source parts as per requirements
- Maintain minimum inventory holdings as directed
- Identify parts required to be ordered from vendors
- Assist the Quality Control Manager in maintaining quality control standards for sourcing and purchasing of parts
- Assist with special project work as required
- Shipping and receiving duties as required
- Other duties as required

ACCOUNTABILITIES:

- Develop expertise in the purchasing process
- Contribute to the ongoing improvement of the purchasing process
- Maintain the high morale and sense of shared direction of the Company
- Project a positive image of your work and Company
- A sense of ownership
- Ongoing personal and professional growth

JOB REQUIREMENTS:

- Able to follow directions provided by the Production Manager and/or the Quality Control Manager
- Very self initiated, self motivated and well organized
- High level of professionalism, maturity and confidence
- Team orientated with creativity and ability to see projects through
- Commitment to professional and personal growth
- Highly efficient, effective and creative



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MINIMUM QUALIFICATIONS:

- Proficient in Microsoft Word, Excel and Outlook
- Knowledge of Pentagon 2000

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