



## Buyer/Project Manager

- Cambridge, ON, Canada
- Full-time

### **Company Description**

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

### **Job Description**

**Job Location:** Cambridge, ON

- Purchase general and specialized equipment, materials or business services
- Assess requirements of establishment, develop specifications for equipment, materials and supplies to be purchased
- Invite tenders, consult with suppliers
- Review quotations, determine contract terms and conditions
- Award contracts or recommend contract awards
- Establish delivery schedules
- Monitor progress of delivery schedules
- Contact clients and suppliers to resolve problems

### **Qualifications**

**Type of Purchasing Experience:**

- Raw materials
- Electrical and electronic equipment
- Manufacturing and processing equipment

**Requirements:**

- 5 years work related experience in project management in the HVAC industry
- Excellent time management skills and attention to detail

**Additional information****BROWSE JOBS:**

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<http://www.matrixstaffingsolution.com/careers.html>

All information will be kept confidential according to privacy guidelines.

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