

RNC**Employment Service**905-727-3777 *Aurora* 222 Wellington Street East, Main Floor

Job Title

Bilingual Purchasing Clerk**Job # 1904021**

NOC / NAICS

1524 / 453990

Date

April 25, 2019

Location

York Region
(**AURORA**: Industrial Pkwy North)

Wages

Competitive salary

Experience
(Yrs.) 0-1 1-3 3-5 5+

Hours/Week

40 hours per week

Employment
Type Perm Temp Seasonal
 FT PT

Schedule

Monday to Friday 8:30-5:00

Availability

Occasional evening/weekend

Benefits Available
After Probation Period No Yes:Workplace / Physical
Requirements

Lifting

Company

This warehouse company is a leading Canadian learning materials distributor and reseller specializing in serving the francophone community. This position is full-time, permanent and is paying a competitive salary with great opportunity for advancement! Also offering a competitive vacation plan & flexible scheduling.

Position Summary / Candidate Profile

A Purchasing Clerk opportunity working for a education material supplier located in Aurora. This role is responsible for executing logistics and warehouse initiatives and an ideal candidate works well independently.

Job Duties

The Purchasing Clerk is responsible for purchasing required products, managing inventory and assisting with tenders & bids.

- PURCHASING INVENTORY - generating inventory status reports, analysing inventory requirements and placing orders with various Canadian and USA based suppliers
- COORDINATING INVENTORY BORDER CROSSING - working with our USA distribution center, brokers and carriers to plan and execute inventory transfer across the border
- RELEASING ORDER FOR PICKING - sending daily/weekly orders based on inventory availability to warehouse staff for order preparation and shipping
- INVENTORY MANAGEMENT - managing inventory, turns, space management and allocation
- PRODUCTION - issuing production work orders, overseeing kit assembly and quality control

Requirements / Candidate Profile

- **BILINGUAL –FRENCH and ENGLISH is required**
- **Post-secondary diploma or degree in supply management or logistics, inventory management or warehousing or accounting**
- **1-2 years related job experience/co-op placement preferred**
- Excellent MS Word, Excel knowledge
- Excellent knowledge of integrated accounting software such as SAGE 50 Quantum

- Experience with inventory management and supply chain
- Strong collaborator with a team mindset
- Ability to offer customers a seamless and pleasant experience by being patient, creative, have clear communication skills and the ability to stay positive

How to apply

To apply please submit resume to HRQR@rncces.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.