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## Job Description

**Position:** Purchasing & Logistics Coordinator

**Location:** Impulse Downhole Tools, Edmonton Facility

**Department:** Procurement

**Reports To:** Procurement Manager

### Key Responsibilities:

- Complete and manage Requests for Quotations (RFQ);
- Issue and Receive Purchase Orders;
- Maintain Inventory and Manage the warehouse (IDM), putting away orders, Picking orders
- Responsible for International shipment and Logistics;
- Manage internal inventory of Work In Progress (WIP) items;
- Perform Stock counts, weekly audits;
- Work with Procurement Manager to maintain adequate component inventory (new components, accessories and consumables) for Impulse Downhole Manufacturing;
- Assist with CapEx orders;
- Assist with maintaining adequate inventory for other entities (IDT, IDT USA and IDT International)
- Enter Sales orders for other entities requisitions and fill orders as they come in;
- Complete inventory stock assessment for Impulse Downhole Manufacturing Ltd in the frequency required by Finance/Procurement (i.e., monthly);
- Manage and complete Purchase Requisitions
  - i. Advise Entities/Stakeholders on availability of goods and shipping time frames;

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- ii. Physically assemble parts for special requirements and shipping (DS1 inspection etc.);
  - iii. Work with Logistics/Ordering Entity to arrange proper transportation/crating;
  - iv. Maintain and upkeep Purchase Requisition processes and forms for entities to use, ensuring accurate pricing, part numbers etc. (monthly update);
  - v. Ensure appropriate approvals are in place for Purchase Requisitions
- Assist in ERP Implementation.
  - Other duties as assigned.

Please email your Resume and Cover Letter to : [evenugopal@impulsedownhole.com](mailto:evenugopal@impulsedownhole.com)