



## **PURCHASING AGENT**

We are looking for an experienced and strategic Purchasing Agent to join our Supply Chain Management team. The ideal candidate will excel in managing the procurement process and ensuring seamless integration with our supply chain operations. This role is critical in optimizing inventory levels, enhancing vendor relationships, and supporting our company's efficiency and cost-effectiveness.

we operate in a fast-paced environment that requires attention to detail, excellent communication, and organizational skills. If you are in search of great career opportunities for growth and development, come join our team!

## **DUTIES AND RESPONSIBILITIES**

### **Supplier and Vendor Coordination**

- 1. Support relationships with suppliers and vendors through routine communication.**
  - Follow set guidelines to obtain pricing and delivery timelines.
  - Track supplier performance based on standard criteria provided by management.
- 2. Procurement and Supply Chain Support**
  - Prepare and issue purchase orders based on internal requests and established procedures.
  - Work closely with Sales and Warehouse teams to ensure orders align with current operational needs.
  - Escalate supply disruptions or quality concerns to the appropriate team members.
- 3. Basic Demand Input**
  - Gather data from internal teams (e.g. Sales, Customer Service) to assist with forecasting.
  - Enter historical sales data into forecasting tools or spreadsheets as directed.
  - Provide reporting support to help the team adjust inventory planning.
- 4. Inventory Monitoring**
  - Monitor stock levels and generate standard inventory reports.
  - Support basic inventory reconciliation and flag issues to the Purchasing Manager or Warehouse Lead.
  - Help prevent stockouts and overstocking by reporting trends or irregularities.
- 5. Supplier and Market Research Assistance**
  - Conduct online research to identify potential suppliers or check pricing trends.
  - Provide summaries to management for review and decision-making.
  - Maintain updated supplier contact information and records.

**6. Cost and Budget Awareness**

- Follow purchasing procedures to ensure orders remain within set budget limits.
- Assist in compiling cost data for analysis or reporting purposes.
- Alert management to any noticeable variances or pricing changes.

**7. Documentation and Compliance**

- Ensure purchase documents and communications are filed and organized.
- Help maintain accurate records of contracts, pricing, and supplier correspondence.
- Follow established policies and procedures for compliance with company and industry standards.

**8. Freight Quote Requests and Coordination**

- Request freight quotes from approved carriers.
- Compare basic quote details and summarize options for internal review.
- Track deliveries and support communication with shipping providers as needed.

**9. Process Support & Improvement Input**

- Suggest minor improvements to daily processes based on observations.
- Participate in team discussions about ways to improve efficiency.

**SKILLS AND COMPETENCIES**

- Strong verbal and written communication skills
- Professional interpersonal and relationship-building abilities
- High attention to detail and accuracy
- Excellent time management and task prioritization
- Strong organizational and record-keeping skills
- Proficiency in Microsoft Office Suite (Excel, Outlook, Word)
- Familiarity with ERP or inventory management systems
- Basic analytical and problem-solving skills
- Initiative and accountability in daily tasks

**EXPERIENCE AND EDUCATION**

- Minimum of a business diploma or equivalent
- SCMP education is **an asset** but is not required
- Experience within a Microsoft environment, (Excel, Word, outlook, etc.) is **required**
- Detail oriented **required**
- ERP Experience **is an asset**



## WHY WORK FOR US

- Company paid benefits
- Employee and Family Assistance Program (EFAP)
- Profit sharing
- RRSP match
- Paid sick days
- Career growth
- #GIVEBACK Program – Volunteer Day
- Personal Milestone Recognition Program
- Perkopolis Partnership
- Safety shoe reimbursement
- Employee Referral Bonus Program
- Employee discounts on in store purchases

## OUR MISSION

Supplying the right solutions at the right time with our expert customer care throughout Western Canada.

## OUR VISION

Be the preferred wholesaler by providing superior customer experiences.

## FIND OUT MORE

**Check us out online:** <https://www.bartlegibson.com/>

**Follow us on LinkedIn:** <https://www.linkedin.com/company/bartle-&-gibson/>

**Like us on Facebook:** <https://www.facebook.com/bartlegibsonltd/>

**Follow us on Instagram:** <https://www.instagram.com/bartlegibsonltd/>

Final candidates will be required to undergo an **assessment and security screening**, including a criminal record check. Employment is subject to screening completion that is satisfactory to Bartle & Gibson.