

JOIN THE FLOW

WE'RE BUILDING A COMMUNITY OF BRILLIANT PROBLEM SOLVERS.

ICONIX is a family of real world problem solvers. We provide the products and services that are essential to keeping water flowing for everyone. We're looking for smart people like you who can make a real difference.

ICONIX is currently looking for a **Purchasing Logistics Coordinator** at our **Langley, BC** branch. The successful candidate plans, organizes and directs the purchasing, ordering, receiving, issuing and delivering of supplies and equipment vital to the ongoing daily operations of our manufacturing facility.

Summary of Essential Job Functions:

- Prepare, review and update purchase orders.
- Confirmation of order quantity, pricing, and availability.
- Order follow-up (telephone/email communication).
- Ensures accuracy of all orders.
- Follow procedures as per the quality manual and as per required by the scope of the project or customer requirement.
- Maintain files, orders supplies, forms and other resources so that paperwork and information is readily and consistently available.
- Make suggestions to better facilitate or improve administrative processes.
- Double check materials on the bill of materials – notify project manager of any irregularities.
- Review and follow-up with outstanding backorders with suppliers – regularly and constantly.
- Expedite and follow up with suppliers to schedule deliveries based on project schedules.
- Communicates and determines scheduling with suppliers for pricing, order fulfillment and delivery. Resolves problems. Implement corrective action.
- Generate and/or review inventory reports.
- Schedule/coordinate/monitor trucking for shipment of products/systems to job sites – including changes and logistics requirements plus all relevant and related paperwork.
- Responsible for and/or re-routes freight as needed to meet demands and minimize costs.
- Develops and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Add, remove and update project schedules – including changes to drawings, BOM and other backup documentation.
- Responsible to track project changes and produces updated site based schedule as agreed with engineering and project management.
- Maintain document control, database management, track project activities, team communication, and all quality control documents.
- Other duties assigned.

The ideal Purchasing and Logistics Coordinator candidate possesses the following qualifications:

- High School Diploma or GED/ Post-Secondary an asset.
- 2-3 year's previous waterworks sales experience or construction experience working with waterworks type products.
- Demonstrable knowledge of waterworks/construction type products and materials.
- Strong interpersonal/customer service skills.
- Strong written and verbal communication skills.
- Attention to detail and accuracy to process orders.
- Computer skills; ability to retrieve and enter data, use Microsoft office suite, NAV and other relevant database/software.

Minimum qualifications include passing ICONIX's background checks

Interested in a career at ICONIX? Join the flow of ideas: iconixww.com/careers

ICONIX. REAL PEOPLE. REAL SERVICE. REAL SOLUTIONS.

ICONIX is a leading independent waterworks partner who offers an agile, expert team of trusted, technical problem solvers, providing reliable access to innovative products and services for businesses and communities across North America that depend on essential infrastructure. We're building a community of brilliant problem solvers. This is a place where you will be empowered to do your best work. We need real-time problem solvers like you to join our team.

ICONIX is committed to providing an inclusive and accessible candidate experience. Accommodations are available upon request. We thank all candidates for their interest; however, only those shortlisted will be contacted.

ICONIX Waterworks is proud to be part of the Deschênes Group, which has been recognized as one of Canada's Best Managed Companies for 10 straight years. This great result is only made possible by the commitment of all employees within the Deschênes Group, which has been a Platinum Member, the highest level of recognition that can be achieved within this awards program, since 2015.

How to Apply:

On Company Link: <https://ca-iconixww.icims.com/jobs/3739/purchasing-logistics-coordinator/job>

Contact: 604.455.3547

Business Profile: ICONIX Waterworks

Company Web Site: <https://www.iconixww.com>