

Job Description for Purchaser and Inventory Agent of Beatty Floors Ltd in Burnaby BC

Reporting to the Production Manager and Controller of Beatty Floors, the Purchaser oversees the purchasing and receiving of material goods in an orderly and timely manner.

Responsibilities

- Purchase materials as required per project.
- Be able to negotiate freight and logistics from point of origin.
- Expedite ordered goods as required to ensure timely arrival and communicate back to project/account managers.
- Follow up with vendor/manufacture to secure the DATE of manufactured goods.
- Follow up with vendor/manufacture to secure the DATE of SHIPPING goods.
- Follow up with vendor/manufacture to determine the Estimated Time of Arrival of manufactured goods.
- Once arrival notice has been confirmed, write up tags/slips (as required) to ensure goods are received in a timely manner.
- Create and assign BIN locations for inventory.
- Receive goods into the inventory system.
 - From suppliers' packing lists, receive goods into the inventory system.
- Document and finalize freight damage claims.
 - Administer damage, shortage and/or flaw claims for materials that do not meet the ordered requirements. This would entail segregating materials for inspection by suppliers, preparing appropriate photo documentation and making final adjustments to the inventory.
- Record and administer rolled good cuts and or per-piece materials required on project.
 - Write up white sheets or enter information on job sheets as required.
- Maintain in and out material inventory records.
 - Enter white sheet numbers to appropriate jobs in record system.
- Reconcile receipts and match to invoices as required by A/P.

- As required, compare actual receipts to invoiced quantities to ensure correct payments are made to suppliers.
- Advise Account Managers on arrival and/or availability of ordered goods.
 - When goods arrive for a job which does not have a specified start date, inform the appropriate salesperson that the inventory are available and the job can/should be scheduled.
- Monitor pricing from our supplier and negotiate to ensure we receive the best price.
- Monitor and order sundries as required in cost efficient manner.
- Record and maintain vehicle fleet maintenance cost.
- Maintain an up-to-date list of material inventory including, house stock and lot ends for resale.
 - With Warehouse Manager, sample and measure stock rolls and roll ends as required for sales.
 - Conduct spot counts to ensure inventory and sundry quantities in the system are accurate.
- Conduct quarterly inventory counts and report to Controller
- Annual inventory count and reconciliation.
- Supply management, accounting and sales reports as required.
- Physically verify sundries inventory to ensure adequate supply on hand.
- Unload and load vehicle on rare occasions.
- Communicate with disposal company.
- Bin pick up and drop off here and on job sites.
- Provide other duties as requested and required.

Qualifications

- University Degree/ College Diploma or equivalent within the field
- Minimum of 5 years experience
- Demonstrates strong organizational skills
- Pays close attention to detail and accuracy
- Ability to read and interpret inventory reports, sales reports, and packing slips

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- Ability to effectively work within a team environment
- Manages time efficiently and can prioritize processes.
- Strong problem-solving skills and be able to work under pressure to achieve required results.
- Forklift experience is an asset.

Deadline of an application is: **June 1st, 2022**

Please e-mail your resume to mirna@beattyfloors.com