



PROCUREMENT COORDINATOR

Job Description:

Headquartered west of Toronto in Oakville, Ontario, Atlas Canada has become the "national mover of choice" for thousands of families and companies because of our quality service, ethical business practices, and our ability to provide customers with a positive moving experience. The company was established in 1963 and has provided exceptional value to our customers for over 50 years.

Are you good at building relationships and negotiating costs? Atlas Canada is in search of someone with good communication and decision-making skills to develop relationships with vendors and suppliers who are in need of products/supplies. This role will be responsible for offering product suggestions and ensuring vendors are purchasing the correct amount of supplies they need.

Essential Duties and Responsibilities:

- Ensure an adequate on-hand supply of all operational forms, sales literature, Atlas clothing, promotional items and maintenance supplies involving weekly evaluation of the re-order and by visual inspection
- Source, monitor, and be main point of contact with suppliers, determine effective re-order quantities based on historical and present sales estimates
- Be fully conversant in National Purchasing Programs to be able to answer Agent and/or PVO inquires in a timely manner
- Be able to follow procedures set out by Sr. Management with regards to authorizing and issuing Purchase Orders for Third Party Services as needed
- Responsible for complete operation of the Xerox colour printing system. Includes regular inventory items and custom print jobs for internal & external customers
- Verify and count all inventory receipts, report/manage any discrepancies, and enter into the AS400 receiving screen
- Conduct quarterly inventory cycle counts of items of significant value and activity
- Prepare packing slips for internal or external customer requests, pick, package and ship orders via by the most economical means in a timely manner
- Communicate with outside suppliers for general building maintenance
- Advancement Opportunities!

Work Hours:

- 8:00 a.m. to 4:30 p.m. – Monday to Friday

Required Skills:

- Excellent communication, attention to detail and ability to lift 50lbs

Experience:

- 2 – 5 years

Please email your resume to hr485@atlasvanlines.ca