



Entry Level Purchasing Agent

Eiffage Canada is a Canadian heavy civil contractor, specializing in bridge construction/rehabilitation. With offices in Ontario, Alberta, and Vancouver, we are able to support projects of any size across Canada. Eiffage is a strong advocate in providing supportive, safe and caring working environments to develop and grow our employees. As a fast-growing company, we are looking for employees that are as ambitious as the company's vision for the future.

We have an exciting opportunity in our Head Office Burlington for an Entry Level Purchasing Agent to join our team. Reporting to the Procurement Manager, this position is responsible for supporting Eiffage Canada's competitive position through material planning and purchasing strategies.

The ideal candidate is someone who wishes to pursue a career in procurement.

Responsibilities

- Work closely with the Buyer(s) and Estimating team to purchase the highest quality materials at the lowest possible cost in correct amounts per specifications;
- Assist with preparing Purchase Orders (POs), and review terms and conditions;
- Process POs and monitor status with vendors, couriers and custom brokers when required to maintain on-time delivery;
- Assist in the maintenance and review of computerized or manual records of items purchased, costs, deliveries, and product performance;
- Learn processes around the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history;
- Continuing Education, to develop your knowledge and skills;
- Develop a network of industry suppliers and vendors; and
- Additional assignments as required by the Procurement Manager
- Assist with preparing bid comparison tables for review by Procurement Manager
- Keep information accessible by sorting and filing documents to server in a timely manner

Qualifications

- Proficient in Microsoft Office (Power Point, Word, Excel) and have general knowledge of database utilization
- Basic knowledge of all areas of procurement, including procurement execution, estimating, expediting, offsite supplier quality, subcontract administration and site purchasing
- CMIC (Construction Accounting and Financial Control Software) knowledge considered an asset
- Excellent interpersonal written and verbal communication skills
- Ability to multitask and redirect focus throughout the day
- Ability to self-monitor
- Detail-oriented and effective time management (in a fast-paced work environment)
- Must be legally eligible to work in Canada

Eiffage Canada is an inclusive employer dedicated to building a diverse workforce. We encourage applications from all qualified candidates and will accommodate applicant needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. Please advise the recruiter to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation will be addressed confidentially.

We thank all applicants in advance for their interest; however, **only those candidates selected for an interview will be contacted.**

www.eiffage.ca www.eiffage.com

Please email resume to:

Employment.El.Canada@eiffage.com

OR

Apply directly at the following url:

<http://jobs.jobvite.com/eiffage-canada/job/oE9ocfw7>