

Job Position: Purchasing Coordinator

Job Vacancy: One

Overview:

The Purchasing Coordinator will coordinate, assign and review the work activities conducted in AVP's purchasing process and transactions, and ensure smooth operation of AVP's supply chain. This is a Full-time and Permanent job position.

Job Summary:

- Coordinate, assign and review the work of the clerks mainly engaged in the purchasing process and purchasing transactions at AVP.
- Manage and ensure the continuity in the purchasing process from production supervision, management of inbound freights and timely customs clearance in accordance with AVP's policies and procedures.
- Make work schedules and procedures, and train workers in job duties, safety procedures and company policies.
- Manage the collection and safekeeping of all supporting documentations related with the purchasing process.
- Prepare and submit the purchasing progress reports.
- Be responsible for the facilitation and management of AVP's production and procurement process in accordance with our policies and procedures.
- Ensure smooth operation of computer systems, equipment and machinery and arrange for maintenance and repair work when necessary.
- Provide support and coordination in vendor management.
- Manage purchase vendors and monitor their performance and standard.

Salary:

- \$25.00 per hour, \$45,500 per annum

Hours:

- 35 hours per week, Monday to Friday, 52 weeks per annum

Work Location:

- 2880 Slough Street, Mississauga, Ontario Canada L4T 1G3

Job Requirements:

- Education: Canadian secondary school diploma or equivalent
- Experience: minimum 2 years of work experience in supply chain

Required Skills:

- Strong communication skills
- Excellent organizational and prioritization skills
- Proficient in MS Office products – Word, Excel, PPT and Outlook

- Ability to multi-task and manage a varied workload
- Ability to work independently and as part of a team

Please apply by email to recruit.avp@gmail.com. AVP thanks all candidates for their interest; however, only those selected for an interview will be contacted via email or telephone.