



Purchasing Officer

The Captain's Boil prepares fresh seafood feasts that diners can look forward to indulging with friends and family. We are hiring one Full-Time and Permanent **Purchasing Officer** to join our team at the Captain's Boil location in **Thornhill, Ontario**.

Job Description:

- Assess requirements and determine specifications of the materials and supplies that need to be purchased for the restaurant.
- Purchase materials and supplies for the restaurant.
- Coordinate with other restaurant staffs and monitor inventory.
- Contact suppliers to get related information.
- Review information and quotations from suppliers.
- Determine and negotiate price, terms, and conditions with suppliers.
- Plan and oversee delivery schedules for materials and supplies acquired, monitor delivery progress, communicate with suppliers and logistics carriers, and resolve problems.
- Prepare reports and submit to restaurant manager.

Requirements:

- Work experience: minimum 3 years of work experience in purchaser role is required.
- Previous work experience in restaurants and food service businesses is an asset.
- Education: minimum college diploma in business, commerce or related subject is required.
- Language of work: English.

Qualifications/Skills:

- Good computer skills, email, etc.
- Proficiency with MS Office products
- Good analytical skills
- Good interpersonal skills

- Good multitasking skills
- Work under pressure and work in fast-paced environment

Position Details:

- Wage: \$31 per hour
- Hours: 37.50 hours per week, 52 weeks per annum
- Work Location: 123 Commerce Valley Drive East, Suite 304, Thornhill, Ontario L3T 7W8

How to Apply:

- If you are interested in this position, please email your resume and cover letter to captainhiring123@gmail.com

We would like to thank all job candidates for your interest in this position; however, only qualified job candidates will be contacted.