



May 14,2021

POSITION TITLE: Purchasing Order Management Specialist

Job Description

LUMINART Lighting is currently seeking a Purchasing Order Management Specialist Representative for their location in Aurora, Ontario of our small and friendly team environment. This role requires working Monday-Friday 8:30am - 5:00 pm. The main responsibilities include Vendor Purchasing, Order Entry of Customer's orders and managing the orders.

Must be available for 40 hours per week. Hours: 8:30am to 5:00pm

Job Responsibilities

- Review and enter sales orders in an accurate and timely manner.
- Prepare purchase orders to Vendors and arrange ocean/air shipments with freight companies.
- Support the Sales and Customer service Team with Order Status and delivery Times.
- Provide customers with delivery updates when requested.
- Engage with vendors and clients in a friendly and professional manner.

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What you need for success:

- *1-2 years of Purchasing, Order Entry and Customer Service background, within the same industry will be an asset.*
- Enter & process customers' orders and manage them from start to finish.
- Entering purchase orders accurately to vendors and communicate with vendors for follow up orders & lead times.
- Strong attention to detail
- Excellent writing and verbal communication skills required.
- Must display positive attitude and a friendly communication style.
- Arrange international ocean/air shipments with freight forwarder for Import and Export shipments
- Confirmation of orders and delivery times of product to customers by phone or e-mail.
- Excellent organizational skills required.
- Ability to work both independently and in a team.
- Ability to exercise good judgment.
- Strong computer skills including Microsoft Office: Outlook, Word and Excel.
- Tech savvy and knowledge of technical terminology - an asset.
- Previous lighting/electrical industry experience - an asset.
- Multilingual (French, or another language) - an asset.

You must be a very detailed and team-oriented individual with good communication skills. You must have the ability to collaborate with your team to attain common objectives. We are looking for active and attentive listeners who will support others, and positively contribute to a healthy work environment.

Job Type: This is a full-time, permanent position.

Required language:

- English - (French, or other language would be an asset)

Please email your enquiries to: sam@luminartlighting.com

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