

VIRMAGO

Title: Purchasing Manager

Annual Salary: \$88,000

Job Type: Full-Time; 40 hours per week

Work Location: 401 Dissette Street, Unit 7, Bradford, Ontario L3Z 3G9

Job Duties:

- Manage and plan daily beauty products and store supply purchasing activities from contracted vendors/suppliers
- Establish and implement purchasing policies and procedures and strategies, and ensure they meet all company's targets and objective
- Manage and evaluate purchasing records to ensure inventory level compliance with company's requirements and policies
- Maintain good relationship with existing vendors/suppliers
- Identify and select new vendors/suppliers and negotiate the terms and conditions of the purchase contracts with them
- Evaluate cost and quality of the purchased products and items according to company's specifications and requirements
- Review, manage and resolve any issues regarding invoices, shipping delay, damages, defective products, and purchase order disputes
- Recruit, train and supervise staff and monitor their performance

Job Requirements:

- Minimum a college diploma in business administration, commerce or related subjects is required
- Minimum 3 years of work experience in a similar role of purchasing
- Previous experience in beauty spa, medical spa, health and wellness or related industry is preferred
- Superior negotiation skills, excellent communication skills, accurate and organized
- Superior leadership skills, team building and motivation skills

Work Remotely:

- No

To Apply:

- Please send your resume and salary expectation to virmagospa6@gmail.com