



Job Title: Assistant Manager
Division: Finance
Department: Purchasing
Responsible To: Purchasing Manager

Role Summary

The Purchasing Assistant Manager position has a key role in supporting multiple departments on the Resort. The Assistant Manager is responsible for acquiring goods, services, and equipment for the general operations of the Resort within the established policies and procedures.

Responsibilities

- Liaise with departments and business units regarding products or services required
- Assist with obtaining pricing from vendors utilizing standard RFQ, RFP templates and uploading data into system
- Create and issue Purchase Orders
- Troubleshoot vendor delivery issues including lost, damaged, backorders and short shipments
- Maintain clear and organized purchasing records for department
- Maintain a database for vendors Liability Insurance and WSIB certificates that is up to date
- Ensure all vendors working on site complete the Contractor Safety Management Program documents
- Complete and maintain new vendor forms and credit applications
- Track contracts and lease expiry dates
- Assist and provide back-up for Purchasing Coordinator as required
- Pick up and deliver products and supplies locally
- Assist with the development and implementation of policies and procedures
- Compliance with all safety regulations of assigned tasks and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

Requirements

- Certified Supply Chain Professional designation or working towards considered an asset
- Valid Driver's License
- 2 - 3 years of work experience in the hospitality industry preferred
- Must possess excellent customer service skills
- Inventory experience would be an asset
- Must be computer literate – MS Office
- Preferred candidate will have previous experience with purchasing software, Birch Street experience would be considered an asset



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- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

Working Conditions

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move over sloping, uneven or slippery surfaces
- Move through narrow, confined or elevated spaces
- Move up and down a ladder

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.

We invite you to apply for this position with our Purchasing Team on our Careers Page at <https://www.fridayharbour.com/careers>.

Once submitted, your application will be reviewed, and successful candidates will be contacted within a timely manner.

Please reach out to our Human Resources Team at careers@fridayharbour.com with any questions.