



PURCHASING ASSISTANT

KADEX Aero Supply is an aircraft parts distributor based in Peterborough, and a leader within its industry. There is an immediate opening for a full-time Purchasing Assistant in the Peterborough Warehouse.

The ideal candidate will have good computer skills, great accuracy in job responsibilities, and exceptional communication skills (both verbal & written).

The key to success with this position will be high attention to detail, the ability to work in a fast-paced environment.

Responsibilities include, but are not limited to:

- Maintain organized record of Open Purchase Orders
- Strong communication skills to gain insight on late orders, while growing and maintaining vendor relationships
- Keep good flowing notes on Purchase Orders for excellent communication throughout team
- Keep Purchase Orders up to date
- Communicate through phone, email and verbal with Sales team
- Obtain pricing/freight credits from Vendors when shipping error occurs
- Acquire certifications from Vendors

Qualifications:

- 1 – 2 years' experience in purchasing or related experience
- Relevant professional certification of Procurement / Purchasing / Supply Chain Management is considered an asset
- Excellent selling and customer service abilities
- Strong time management, and priority-setting skills
- Strong communication and interpersonal skills
- Ability to identify issues and solve problems
- Ability to be proactive