



**BELLWYCK Inc.** is a leader in folding carton products. Our sophisticated in-house operations combined with leading edge print and finishing technology ensure the innovation and production of high-end luxury packaging for the fragrance, cosmetics, skincare, confection and other specialty industries. We are a collection of dynamic teams committed to a culture of innovation, quality and customer excellence. We are headquartered in Toronto, Canada and have four locations across Canada.

At **BELLWYCK**, we take pride in our culture where employee initiative and contributions are encouraged, recognized and rewarded. We offer a great place to work and a dynamic and collaborative team environment. We are hiring for a,

## **Purchasing Coordinator**

### **About the Role**

The Purchasing Coordinator assists the Purchasing Manager with procurement, supplier management as well as Raw Material Inventory for the Bellwyck's Head Office. Handles coordination of shipments and supports the procurement activities, providing service across the organization in alignment with business goals.

### **What You Bring to the Team**

- Post-secondary education in Supply Chain Management or Business Administration
- Minimum of 1 – 3 years of relevant experience, preferably in the folding carton / printed packaging industry.
- Excellent interpersonal skills to build strong and collaborative relationships internal and external to the organization.
- Excellent verbal and written English communication skills.
- Excellent attention to detail and accuracy.
- Demonstrates good negotiation skills, sound judgment and decision-making skills
- High level of proficiency with Microsoft Office, in particular, Excel, as well as MRP systems.
- Strong organizational and multi-tasking skills combined with the ability to prioritize requirements in a fast-paced and changing environment.

### **About the Job**

- Supports the sourcing and procurement of materials, supplies and services that support the Company's goals and objectives.
- Assists with the management of Raw Material Board Inventory
- Calculate, issue PO's and allocate stock for dockets, expedites purchase orders, change notices, and PO confirmations.
- Ensures sufficient inventory levels are maintained and that PO's are in accordance with supplier lead times and customer requirements.
- Communicate supplier issues, performance concerns and non-compliance concerns to the Purchasing Manager.
- Monitors usage of all raw materials and supplies to determine usage cycles, required inventory levels and reorder timing and requirements.
- Manages MRO inventories, reconciles month end counts.
- Develops and maintains strong vendor/supplier relationships.
- Issue, receive and coordinate shipments for outside services.
- Manages and reconciles roll stock usage for branches.

- Works with various departments to aid on-going business needs and to ensure procurement activities support the achievement of business goals.
- Assists with the management of vendor/supplier relationships,
- Purchases cell phones for employees.
- Maintains Purchasing MRP operating system entering and receiving of new and existing items.
- Responsible for other job-related duties as required.

### **Benefits to working at Bellwyck**

- Comprehensive benefits program including health & dental benefits, life insurance
- Health Care Spending Account
- RRSP matching
- Profit sharing program
- Employee Assistance Program
- Peer-to-peer Recognition Program including various rewards (cash, gift cards, days off)
- Safety Shoe Allowance of \$175 per year
- Summer Hours
- Employee Events and Social Committee
- Paid Vacation Leave & Floater Days

With over 80 years of experience, Bellwyck has become the go to partner with some of the world's most successful and recognized brands across a range of areas including, Pharma and Healthcare, Cosmetics and Fragrance, Wine and Spirits, Confectionary and other premium brands.

For more information about us, please visit [www.bellwyck.com](http://www.bellwyck.com)

**To apply for the position, please send your resume to [jobs@bellwyck.com](mailto:jobs@bellwyck.com)**

*We thank all applicants however only those selected for an interview will be contacted. In compliance with AODA, Bellwyck Inc, upon request, will provide reasonable accommodation during the recruitment process. If you are selected for an interview and require accommodation due to a disability, please notify us when we contact you.*