

Purchaser - Inventory Management

The incumbent of the position is responsible for planning equipment and component needs, while optimizing stock levels.

The mandate:

- Gather information from various teams to define short, medium, and long-term procurement needs;
- Monitor delivery timelines with suppliers;
- Maintain and update inventory, and investigate discrepancies at the end of each month;
- Maintain communication with the billing department to ensure compliance with company policies;
- Define and manage relationships with carriers and transportation providers;
- Keep track of price lists and updates;
- Coordinate communications with relevant departments regarding orders;
- Negotiate prices with different suppliers;
- Maintain oversight of merchandise requisitions;
- Oversee international logistics, ensuring proper documentation compliance with international standards;
- Plan equipment packaging;
- Maintain communication with the billing department to ensure compliance with company policies;

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Requirments:

Someone who:

- Bilingual: Proficient in English and French;
- Holds a DEC in a field related to purchasing or equivalent;
- Has a minimum of 3 years of experience in a similar position;
- Possesses advanced computer skills (Office suite), strong data analysis and manipulation capabilities;
- Is resourceful, organized, self-reliant, and capable of managing multiple projects simultaneously;
- Has knowledge about Zero Emission Vehicles (ZEVs).