



JOB POSTING ASSISTANT PURCHASER

Northern Waterworks Inc. provides premium water/wastewater operations to Municipal, First Nation, and corporate clients. We are a high growth company expanding rapidly throughout Ontario, now with divisions in Northwestern Ontario, Northeastern Ontario, and Southern Ontario.

The Assistant Purchaser supports the NWI sales and purchasing team with respect to the delivery of equipment and chemical products throughout Ontario.

Position: Assistant Purchaser

- Red Lake
- Permanent Full Time
- 40-hour work week

Prerequisites:

- Preferred Post – Secondary Diploma/ Degree
- Hold a valid G Ontario Driver's License
- Working knowledge of Transportation of Dangerous Goods Act and Occupational Health and Safety Act is an Asset

Responsibilities/Duties:

- Assist in receiving purchase orders, shipping out sale orders and verifying all invoiced products are received in good order.
- Conducting basic research to identify potential suppliers and gathering information on their products, prices, and capabilities.
- Discuss defective or unacceptable goods and/or services with inspection or quality control personnel, users and/or vendors.
- Communicate with suppliers to obtain information, track orders, and address any minor issues that may arise.
- Determine corrective actions and or problem solve.
- Helping in monitoring inventory levels, conducting periodic stock checks, and assisting with inventory-related tasks
- Assist in the review of invoices.
- Collaborating with team members from different departments to support the overall procurement process.
- Assist with computerized entries in Simply Accounting (i.e., assigning part numbers for inventory, invoicing and tracking inventory)

Skills:

- Excellent communication skills both verbal and written.
- Attention to detail.
- Capable of working in a fast-paced environment
- Ability to multitask.
- Ability to work independently and/or in a team setting.
- Ability to analyze data and communicate information in reports.
- Highly capable of dealing with sensitive and confidential topics / material.

We appreciate the interest of all applicants, however, only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated.



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- Precise recordkeeping skills

Working Conditions:

- Lifting to 50 Lbs
- Pulling/ Pushing with aid of hand cart
- Environmental Conditions: Primarily Inside/Office environment

We are an equal opportunity employer.

Resumes stating qualifications and work experience related to the selection criteria shall be submitted to Human Resources via email to hr@nwi.ca quoting the position noted above.

- Posting Date: July 26, 2023
- Closing Date: August 2, 2023

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