

**Purchasing Assistant:**

Full-time Head Office- (Markham Locations)

Canada Computers is currently seeking seasoned Purchasing Assistant with a drive to enhance our purchasing department's efficiency. As a Purchasing Assistant you will have the ambition and energy to effectively and efficiently offer exceptional service to our Product Managers.

Specifically, **YOU WILL BE ACCOUNTABLE FOR:**

- Preparing purchase requisitions and maintaining accurate inventory reports
- Proficiently performing administrative duties including screening calls, coordinating meetings, processing mail etc.
- Optimizing supplier lead times and expediting on all open purchase orders
- Ensuring deadlines are met on all incoming and outgoing orders
- Inspecting all receiving reports to determine if quantity ordered matches quantity received, price matches etc
- Answering inquiries and informing customer service and individual salespeople of supplier delays and/or problems

**YOU WILL POSSESS THE FOLLOWING COMPETENCIES & EXPERIENCE**

- Minimum 2 years experience in a purchasing department of a retail organization (preferable electronics)
- Superior MS office skills and experience working Inventory & POS systems as well as HTML, FrontPage or Dreamweaver experience.
- Passionate about customer service and computers/electronics.
- Excellent communication skills (verbal & written).
- High energy and a proven ability to solve problems.

**INTERESTED & QUALIFIED APPLICANTS SHOULD SEND THEIR RESUME, COVER LETTER & A COPY OF THE EMPLOYMENT APPLICATION TO:**

hr@canadacomputers.com referencing "Position" & "location" in subject line of e-mail. We thank all applicants for their interest, however, only those selected for an interview will be contacted.