

Career Opportunity

Purchasing and Inventory Assistant

Brunette Machinery Co. Inc. has been a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/Pellet manufacturing industries for over 75 years.

We are looking for a **Purchasing and Inventory Assistant** with the following skills:

- Familiarity with Purchasing, Material Planning and Inventory Control tools and systems (ERP, MRP, demand ordering systems, warehouse management and inventory analysis). SAP experience is an asset
- Strong computer skills with experience using Microsoft Office Suite
- Experience working with engineering drawings and bills of materials are strong assets, but not required
- Excellent communications skills
- Self-motivation, positive attitude and the ability to work as an effective team player
- Strong attention to detail and excellent time management skills

Responsibilities include, but are not limited to:

- Place purchase orders, maintain and manage production orders, and manage stock levels
- Prepare, analyze, and negotiate with local suppliers the delivery of raw materials and required parts
- Analyze inventory needs based on sales trends, inventory levels and supply chain constraints
- Assist with forecasting for material planning
- Build and maintain relationships with vendors and suppliers
- Handle all administrative responsibilities related to purchases, order tracking, purchase agreements and product records

Requirements:

- You **must** have a high school diploma or GED. A post-secondary diploma in purchasing or supply chain management is an asset
- You **must** have a minimum of one year experience in supply chain management or materials purchasing/buying Manufacturing or forestry industry-related experience is an asset

This is a full-time position based out of Surrey, BC, reporting to the Production Coordinator/Buyer & Inventory Manager. This position is key to ensuring that procured goods and services required align with production schedules and sales demands.

Benefits include (after a probationary period):

- Medical benefits including vision and dental
- RRSP Matching program

Competitive salary commensurate with experience

Apply by emailing your resume to careers@brunettemc.com

The subject line of your email must include: **“Purchasing and Inventory Assistant – YOUR NAME”**

While we thank all applicants for their interests, only shortlisted candidates will be contacted

Thank you for your interest in Brunette Machinery. For more information, please visit our website: www.brunettemc.com