

Career Opportunity

Purchasing, Inventory, and Accounting 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 full-time **Purchasing, Inventory, and Accounting 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)
- Strong computer skills with experience using Microsoft Office Suite
- Strong attention to detail and excellent time management skills
- Excellent communication skills and the ability to work as an effective team player
- Trustworthy and discreet when dealing with confidential information

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
- Assisting with the management of AR & AP including collections, and maintaining AR & AP filing system
- Ensuring all accounting and bookkeeping activities are conducted accurately and in a timely fashion

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

Assets:

- A post-secondary diploma in purchasing or supply chain management
- Experience working with engineering drawings and bills of materials
- Experience in an accounting position and some accounting courses
- SAP experience

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, Inventory, and Accounting 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