

INVENTORY BUYER

An established industrial-based processing company in Saskatoon seeks an experienced Inventory Buyer for its operations.

Reporting directly to the Corporate Purchasing Manager, the Inventory Buyer is responsible for the acquisition of materials, equipment, supplies and services, as required, to maintain the operation of the main plant and related facilities. The Inventory Buyer's responsibilities also include the development, establishment and on-going maintenance of the item master records and levels, while ensuring they are maintained at predetermined re-order points.

QUALIFICATIONS:

- Completion of secondary school or equivalent required. Post-secondary experience in Operations Management or Business Administration is preferred. Completion of PMAC designated courses and/or seminars are also preferred.
- Two years of purchasing or procurement experience preferably in an industrial setting is preferred.
- Forklift certification is preferred.
- Capable of performing physically demanding assignments and lifting
- Good technical, analytical, organizational, problem-solving, negotiating and inter-personal skills.
- Excellent communication skills, both verbal and written
- Excellent computer skills, in particular, MS Office programs. Experience with JD Edwards Enterprise One is preferable

Please forward your covering letter for intent of application and a copy of your current resume to careers@wcr.com before Saturday October 23, 2010.

Thank you for your interest in this career opportunity, however, only those individuals who are selected for an interview will be contacted.