

Purchasing Coordinator

Tootsi Impex is a North American leader in bulk, natural and health food products. Our company was established in 1986. We are a direct importer, processor, and distributor of over 1500 products. Our headquarters are based in Montreal.

Purchasing Coordinator

Responsible for coordinating all supportive tasks associated to purchases made by a company from its affiliated vendors and suppliers.

Responsibilities

- Coordinate all stages of the purchasing process, including creating purchase orders and tracking deliveries.
- Analyze and monitor internal inventory levels.
- Organize and locate inventory in databases and online systems, which includes the duties of preparing and processing purchase orders or purchase requests, keeping records of purchases, keeping vendor/supplier information up to date, and preparing descriptions and bids when necessary.
- Communicates status activity to ensure that inventory is kept in stock. Once an order is placed with a vendor/supplier, the purchasing coordinator will schedule delivery of the desired items and ensure that the purchase is properly documented and recorded.
- Communicates with representatives in other departments of the company for supply orders, keeping those employees up to date on the status of orders that have already been placed, and assisting with any necessary returns.
- Works closely with the accounting department to resolve problems with invoices and set up accounts with new vendors/suppliers and will be the point of contact within the company for any vendor inquiries or issues.
- Ensures that Quality programs and requirements are complied with and maintained throughout the purchasing processing.
- Tackles other tasks, as required

Requirements

- College or bachelor's degree in commerce
- Experience of 2 years working in a fast-paced environment in a similar position involving data entry, analysis, logistics, record keeping and customer service
- Experience acquired in the Food industry would be an asset
- Proficiency in both English (advanced written) and French
- Proficiency with systems, ERP, MS Office (intermediate level of Excel)
- Proactive and adaptable with organizational skills including multitasking
- Detail oriented
- A fast learner who can work autonomously and, in a team setting
- Full time in the office

Schedule

- Full-time in the office
- Monday to Friday