



## JOB POSTING

# Purchaser

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**Posting Number:** 003-2019

**Job Classification:** Shift Work - 4 on 4 off (12 hr. shifts)

**Hours of Work:** There may be times when this position will be required to work extra hours. Flexible, including days, nights, weekends and extra hours as required by production and shipping requirements.

**Job Description:** Position works closely with Inventory, Maintenance crew, Management and the Accounting Team. The primary objectives are to lead efforts to reduce part costs, draft and manage purchase orders and monitor and maintain inventory levels.

**Qualifications:**

- Prior experience as a Buyer/Purchaser and purchasing from a carried supply base, including local and international suppliers
- Valid Driver's License
- Strong interpersonal communication skills
- Understanding of shipping and receiving
- Formal Training in procurement or accreditation from a procurement organization considered an asset
- Prior experience in computer based purchasing programs considered an asset
- Must be able to pass pre-employment and pre-access drug and alcohol screening and background checks

Orca Sand & Gravel offers competitive compensation as well as medical/dental benefits

Candidates must be able to start immediately

Interested Candidates may apply by dropping off a resume in person (between 8AM-4PM)  
Orca Sand & Gravel LP 6505 Island Highway, Port McNeill BC

Mail a resume to  
Orca Sand & Gravel LP PO Box 699, Port McNeill BC, V0N 2R0

Email a resume to [resumes@orcasand.ca](mailto:resumes@orcasand.ca)