

## Job Profile

<b>Date:</b>	August 27, 2023
<b>Position:</b>	Purchasing & Inventory Coordinator
<b>Status:</b>	Permanent, Full-time
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	8 hours per day (less ½ hour unpaid lunch)
<b>Location:</b>	Burnaby, BC
<b>NOC:</b>	14403 (TEER 4)
<b>Pay Scale:</b>	\$40950 - \$55042

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening for a Purchasing and Inventory Coordinator in our Purchasing Department. The Purchasing and Inventory Coordinator coordinates the processing of purchasing transactions and maintains inventories of materials, equipment and stock. You will be primarily responsible for preparing and processing purchase orders for Hemlocks' various customers.

You should have a solid understanding of the relevant information systems for this position as well as office administrative and clerical practices and procedures. You should also have excellent communication and organizational skills.

The position is a full-time, permanent position, working Monday to Friday, 8:30 am - 4:30 pm with ½ hour unpaid lunch.

### Position Responsibilities

- Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Calculate cost of orders and charge or forward invoices to appropriate accounts
- Process purchases within purchasing authority
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems
- Prepare and maintain purchasing files, reports and price lists.
- Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Calculate cost of orders and charge or forward invoices to appropriate accounts
- Process purchases within purchasing authority
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems
- Prepare and maintain purchasing files, reports and price lists.
- Participate in the development of an automated inventory ordering process
- Manage the ordering and tracking of staff uniforms and work boots

**Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.



### **Skills and Qualifications**

- Minimum two years of relevant industry experience and/or related post-secondary education,
- Excellent written and verbal communication skills,
- Ability to work cooperatively as a team member,
- Knowledge of office administrative and clerical practices and procedures,
- Strong planning and organisational skills,
- Strong customer service skills.
- Skilled in the use of systems for the storage and retrieval of knowledge and data.
- Experience in printing industry MIS software is an asset,
- Experience in a paper or commercial printing environment is an asset.

### **Benefits**

- Minimum two years of relevant industry experience and/or related post-secondary education,
- Excellent written and verbal communication skills,
- Ability to work cooperatively as a team member,
- Knowledge of office administrative and clerical practices and procedures,
- Strong planning and organisational skills,
- Strong customer service skills.
- Skilled in the use of systems for the storage and retrieval of knowledge and data.
- Experience in printing industry MIS software is an asset,
- Experience in a paper or commercial printing environment is an asset.

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Purchasing & Inventory Coordinator** in the email subject line.

Open until filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.