

**POSITION:** ASSISTANT PURCHASER  
**LOCATION:** EDMONTON, AB

### Job Summary

Corix Water Products has an immediate opening for an Assistant Purchaser. Reporting to the Edmonton Branch Manager this individual must have a demonstrated team spirit and desire to work together with all team members at Corix.

### Qualifications & Skills:

- Navision, Microsoft Word and Microsoft Excel knowledge;
- Product knowledge
- Inventory control experience is an asset;
- Good understanding of accounting procedures;
- Exceptional analytical and problem solving skills;
- Good working knowledge of Windows, Excel, Word, Outlook and Navision required;
- Excellent communication skills & ability to work independently and in a team;
- Post secondary education with preference to those with either a PMAC or purchasing diploma

### Duties:

- Responsible for assisting Branch Purchaser with ordering and maintaining inventory based on re-order levels and order commitments for the Edmonton and Grande Prairie branches through direct buys from vendors and coordinated buys with head office.
- Placing, confirming, expediting, tracking purchase orders;
- Entering stock transfers and adjustments;
- Cycle counting
- Warranty procedures
- Maintaining files
- Providing back-up coverage for Reception
- Customer pricing in system and price book
- Possible vendor pricing updates for Alberta
- Some computer maintenance
- Inventory preparation

If you possess these skills and qualifications, we invite you to submit your resume in confidence quoting competition # 2A-480W to:

Corix | Human Resources | [careers@corix.com](mailto:careers@corix.com) | Fax 604.697.6739