



## Eskimo Point Lumber Supply

Are you interested in a rewarding opportunity to build your career with a dynamic and progressive organization?

**EPLS** is seeking a motivated and eager to learn team player to join our Procurement Division in Winnipeg, MB, as an **Assistant Buyer**.

Reporting to the Buyer, the **Assistant Buyer** works closely with our internal and external business partners to assist with sourcing and procuring quotes for various goods and materials for all divisions within the organization

Responsible for administrative and financial related tasks for the companies purchasing needs, the Assistant Buyer manages various aspects of supplier products, ensuring quality and monitoring shipping costs for goods purchased. In addition, the incumbent provides necessary coordination for internal company purchases and authorizes the use of resources to help ensure efficient and effective buying practices, while maintaining accurate records of current and prospect suppliers and their performance.

### Duties & Responsibilities

- Input, prepare, check and monitors purchase orders
- Analyze price proposals, financial reports, and other data and information to determine reasonable pricing
- Research, evaluate, select and negotiate merchandise/supplies based on quality, price, selection, support services available, supplier's reliability, production & distribution capabilities and terms
- Actively assist with the planning and & execution of cost reduction opportunities that allow for purchasing the highest quality merchandise at the lowest possible price and in the correct quantities
- Use appropriate technologies, systems and processes to process and track orders and monitor stock levels
- Confer with suppliers to discuss defective or unacceptable goods or services and determine corrective action to be implemented
- Build and develop relationships with key suppliers, customers, vendors and store staff
- Support the development and implementing of purchasing and contract management instructions, policies, and procedures
- Assist with coordinating and assisting with quarterly and year-end inventory counts
- Attending or assisting with Trade Shows and industry-specific exhibitions and vendors to ensure current and future needs are met to evaluate future buying opportunities
- Observe consumer buying patterns and predicting future trends
- Liaise with warehouse and store managers to ensure all products arrive as ordered
- Other duties as required and assigned

### Qualifications

- Post-secondary education in a related field
- 1 to 2 years of related experience
- Experience in hardware ordering is an asset
- High degree of accuracy and attention to detail
- Good verbal and written communication skills
- Excellent interpersonal skills and customer service orientation
- Advanced knowledge and experience with MS Office (Excel, Word, etc.)
- SAGE 300 experience would be considered an asset
- Good problem-solving ability
- Able to work as part of a team as well as independently
- Good time management and organizational skills with the ability to multi-task
- Must have a strong work ethic, be reliable with a positive team attitude



## Eskimo Point Lumber Supply

**Starting Date:** ASAP

**Employment Status:** Permanent; Full-Time

**Working Hours:** Monday to Friday 8:00 AM to 5:00 PM. You may be required to work extended hours based on business and/or customer needs.

**Work Location:** Winnipeg, MB

### How to Apply:

If you believe you can make a strong contribution to our organization, interested parties may submit their resume and cover letter to [careers@eskimopointlumber.com](mailto:careers@eskimopointlumber.com)

### About Us:

Eskimo Point Lumber Supply is a Nunavut based retailer and distributor that provides goods and services to the Kivalliq region. Our core values are based on honesty, hard work and service to the community. We are proud to provide support and opportunities to the Inuit communities in which we are based.

### Benefits of Working for Us:

- Family-Oriented company with strong values, team atmosphere
- Comprehensive Group Benefit Plan that includes:
  - Health and Dental
  - Short-Term and Long-Term Disability
  - Life Insurance
  - Employee and Family Assistance
- Competitive Compensation Package
- Education Assistance
- Preferred Vendor Discounts
- Employee Appreciation Events
- Opportunity to develop skills in a growing company

... and more!

***We thank all candidates for their interest in the position; however only those selected for an interview will be contacted.***

***Applicants will be reviewed on a rolling basis which may result in an earlier application deadline.***

*EPLS hiring policy is to recruit and select the best applicant for employment based on a review of their qualifications, aptitude and skill for the position. EPLS does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.*