

https://entouragesearch.com/job/purchasing-assistant__trashed/?lang=en

Service Coordinator-Purchasing-Energy

Description

Our client, a distributor in the industry of industrial engines and other complementary industrial products are looking for a service coordinator in purchasing and energy. This tight-knit family enterprise is looking for someone who is ready to grow and become part of the family !

Responsabilités

- Manage customer orders: conduct part searches, create purchase requisitions, track and execute delivery and work
- Generate the work schedule.
- Control, verify and transfer the work documents to our accounting department
- Create documents in our inventory software
- Process requests from the energy department: price, availability and delivery time
- Update relevant part and job information for the various equipment
- Process, document and list the various tasks associated with the operations of the energy service department
- Occasionally replace the department manager

Qualifications

- The activities of this position require in particular:
- Relevant experience in the field of logistics, purchasing and after-sales service
- Competence
- Sense of organization and priorities
- Good computer skills
- Flexible
- Strong ability to adapt
- Reliable
- Available
- Interpersonal communication skills
- Bilingual
- Very good knowledge of Excel
- Knowledge of SAP software would be an asset
- Interest or knowledge of mechanics and electricity would be an asset

Avantages sociaux

- Life insurance
- Collective RRSP's
- Free parking
- Casual wear

Organisation d'embauche

Entourage RH

Type d'emploi

Temps plein

Durée d'emploi

Permanent

Secteur d'emploi

Administrative Support

Lieu de travail

Montréal , QC

Heures de travail

7h30AM to 4PM

Date postée

16 juin 2021