

# External Job Posting

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External Job Number: SU2001

Internal Job Number: SC109

Close Date: 30/03/12

## Job Title: Purchasing and Inventory Clerks

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### Job Description:

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Located in South East Calgary, our client is a manufacturing company that is becoming one of the top companies for supplying stimulation equipment in Canada. Our client offers many challenging and rewarding career opportunities to interested and qualified individuals with competitive and comprehensive remuneration packages. Our client is seeking a Purchasing and inventory Clerk who will be responsible for carrying out the following duties:

- 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.
- **Inventory clerks perform some or all of the following duties:**
- Monitor inventory levels as materials, equipment and stock are issued, transferred within an establishment or sold to the public using manual or computerized inventory systems
- Compile inventory reports, recording the quantity, type and value of materials, equipment and stock on hand, using manual or computerized inventory systems
- Prepare requisition orders to replenish materials, equipment and stock
- Maintain stock rotation and dispose of and account for outdated stock
- Enter data for production scheduling, stock replenishment/relocation and inventory adjustments
- Reconcile physical inventories with computer counts

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## Qualifications

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- Courses in purchasing management
- Courses in production and inventory management and ability to operate a computerized inventory system

## To Apply for this opportunity

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Please submit your resume in Microsoft Word format as an email attachment to [hr@staffcorp.ca](mailto:hr@staffcorp.ca)

You will receive an auto-reply as a confirmation of successful receipt of your resume by StaffCorp. If you do not receive an auto-reply please contact our office.

Note: Please do not include personal information on your resume that is not relevant to your job search (i.e. age, sex, race, social insurance number, or photograph)