



North American Transit Supply Co

375 Bronte Street N

Milton Ontario L9T 3N7

Office 905 876 0255

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Email resume to: jobs@natsco.ca

Job Description: Procurement Specialist

Position Summary (but not limited to):

We are seeking a highly skilled, organized procurement specialist to join our growing company. In this position, you will manage the company's supply of products, materials and/or services. Strategize with team members to cut procurement expenses, strong analytical, interpersonal, and communication skills are a must.

Accountabilities/Duties (but not limited to):

- Purchase supply of products/materials
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Manage Inventory
- Source vendors; negotiate contracts and costs
- Analyze supply base
- Prepare requisitions and purchase orders
- Monitor order expenses
- Communicate performances and costs to management
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Communicate with vendors, clients, customers, team members, and managers to align goals
- Work closely with bids department
- Manage contracts related to procurement and manage inventory coming into last year of a contract
- Familiar with Duty and Customs requirements

Qualifications (but not limited to):

- 3+ years of previous experience in procurement or purchasing
- High school diploma or college/university degree preferred
- Experience in industry procedures, costs, and terms
- Proficient computer skills, including Microsoft Office Suite
- Able to multitask, prioritize, and manage time efficiently
- Able to manage a high volume of work in a fast-paced environment with multiple priorities and deadlines
- Proven ability to take proactive ownership of role and responsibilities
- Experience with CRM software
- Experience with inventory control

Job placement is for of our Milton Ontario office.

Competitive wage and competitive benefit plan are offered

Send Resume to jobs@natsco.ca