



Purchasing and Inventory Coordinator

As a Purchasing and Inventory Coordinator, you will be responsible for all procurement and tracking the inventory in collaboration with the production team and the Logistic department.

Your main responsibilities will be:

Purchasing:

- You will ensure all the purchases of equipment, in compliance with the processes and policies of Aldea Solutions;
- Receive and verify requisitions for purchases;
- Prepare the price requests, analyze the proposals, and determine the most advantageous ones by negotiating with manufacturers and suppliers to obtain the best market conditions considering volume, quality, delivery times, and payment term;
- Prepare the purchase orders (PO's) and get the approval from the appropriate person(s);
- Order the supplies and follow up on the delivery notes, and update the price list;
- Coordinate the request of supplies for the special events;
- Set up the Purchasing department which includes centralizing all the purchases in one place, documenting the Purchasing processes and procedures;
- Be the backup for the Logistic Coordinator.

Inventory:

- Reception and codification of all the equipment coming into the Warehouse;
- Track inventory into our Asset Transfer System (ATS):
 - Purchasing
 - Inventory movement
 - Obsolescence / Lost
 - Provide information to the Accounting team
- Packaging of the equipment and preparation of the shipping documents for items leaving the warehouse for different destinations;

- Prepare annual inventory audit of the equipment into the warehouse and across the different POPS;
- Documenting Inventory processes.

Profile

- Diploma in Procurement Management, Logistic, Supply Chain, or equivalent;
- 5 years' relevant experience in a similar position;
- Proficiency with MS Office including Excel. Knowledge of a procurement management software would be a strong asset;
- Excellent communication skills in both French and English, oral and written;
- Strong interpersonal skills with a passion for providing excellent customer service at all times;
- Excellent negotiation skills;
- Autonomy, ability to work independently, self-motivated, sense of initiative, and strong organizational skills;
- Ability to work under pressure in a dynamic and fast-paced environment.