

	JOB DESCRIPTION	CODE	HRJD – 40472
	Purchasing Assistant	REVISION	2
		DATE	June 23, 2016

DEPARTMENT: Manufacturing Resources

CLASSIFICATION: Level 3

JOB PURPOSE:

The Purchasing Assistant supports manufacturing operations by maintaining supplier accounts. The Purchasing Assistant increases operational efficiencies by assisting with inventory levels, and purchase pricing.

ACCOUNTABILITY:

The Purchasing Assistant reports directly to Manager, Manufacturing Resources or designate.

Critical Job Outcomes

- Responsible for the accurate entry and submission of purchase orders based on department order policy.
- Assisting with supplier accounts through performance evaluations and price validation.
- Running regular data integrity checks.
- Assisting in the requisition and review of bid proposals and request for tenders.
- Assisting in projects that align with departmental performance measures.

Qualifications

Academic and Professional Competence

- A bachelor's degree or college diploma in a related field (business administration or commerce) or equivalent combination of education and experience is required.

Experience

- Minimum one year work experience in an administrative or customer service role is preferred; experience in a manufacturing sector is considered an asset.

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- Education or experience related to supply chain management is an asset.
- Computer proficiency (Microsoft Excel, Word, Outlook and PowerPoint) is required; experience with computerized Enterprise Resource Planning (ERP) software is an asset.

Performance Measures

Performance will be measured including (but not limited to) the following indicators:

- Inventory levels
- Material shortages

Job Expectations

- Identifying opportunities for improvement.
- Participating in projects in line with departmental objectives/goals.
- Knowing, following and respecting company policies and procedures at all times.
- Acting in a professional, timely, and effective manner while doing Doepker related business.
- Displaying personal organization and work effectiveness.
- Demonstrating and showing support for safety and wellness within Doepker and assist in maintaining a safe work environment.
- Working and communicating in a positive and professional manner in accordance with Doepker's mission statement, vision and values.
- Maintaining confidentiality indefinitely regarding information that is the exclusive property of Doepker, including, but not limited to, all data and information relating to the business and management of Doepker, including trade secret technology, accounting records, personnel records, work product, production processes, business operations marketing and development, suppliers and customers.
- Avoiding any other business activities which are determined by Doepker to be in conflict with the best interests of the company.

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