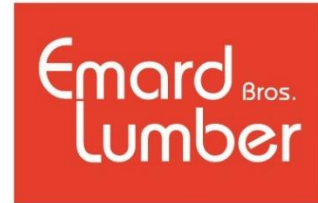


Emard Lumber is Hiring!!



Job title: Purchasing Agent

Job Type: Full Time

Purchasing Agent Job Responsibilities:

- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Maintain accurate inventory.
- Distribute products to departments.

Purchasing Agent Requirements:

- The ideal candidate is a self-started and team oriented individual possessing a strong work ethic.
- High attention to detail
- Individual should be well organized and able to manage deadlines and priorities.
- A college diploma in a Business Administration course or equivalent is an asset.
- Skilled communicator: English and French

Salary to be determined based on experience

All interested parties are invited to drop off their resume to Casey at Emard Lumber.

We thank all applicants for their interest, however, only those under consideration will be contacted.