

Job Add
09/27/2022

Procurement/Purchasing Agent



Company: Olsonfab Metal Fabrication

Position: Project Purchasing Coordinator

Employment: Full Time – Monday to Friday 7:00am to 4:30pm

Ever since 1998 Olsonfab Metal Fabrication Ltd. has been a top choice for custom metal fabrication, heavy plate, structural & misc. steel, pressure vessels, tanks, welding, enclosures, metal services and so on for the commercial and industrial sector. We are seeking a self-motivated individual to join our team as the project purchasing coordinator. The ideal candidate will be responsible and accountable for leading, planning, conducting, and controlling all aspects of purchasing initiatives and activities for projects.

Key Responsibilities include:

- Source selection of all materials and supplies
- Lead in negotiations for total cost reductions
- Enter/process all purchase orders and changes into system
- Coordinate material and supply delivery schedules within project timelines
- Work with project managers and estimators to coordinate availability and budget of supplies/materials
- Provide quotations from suppliers to estimators to confirm cost and budgeting
- Analyze, evaluate, and recommend alternate purchasing strategies that best fulfill requirements.
- Negotiate agreements with suppliers

Skills & Qualification:

- 3 to 5 years of experience in a similar role/capacity
- Experience in research supply base and industry/marketplace is a plus
- Strong oral, written and interpersonal communication skills
- Experience working in the field of construction is considered an asset

Why join Olsonfab Metal Fabrication?

- Competitive pay and compensation
- Pension plan and benefits
- Paid vacation
- Education reimbursement
- Career advancement opportunities

Contact

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