

JOB PROFILE – Purchasing Assistant



Now Hiring!

WE'RE LOOKING FOR AN EXCEPTIONAL PURCHASING ASSISTANT!

Do you have experience in a supply chain team? Are you looking to work for one of Canada's Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work life balance and stability for their employees? If so, look no further!!

WORK HOURS: M-F, some flexibility in shift times
LOCATION: 5400 Airport Road South, Richmond, BC, Canada
TERM: Full-Time Regular (Permanent)
BENEFITS: Competitive wages, training and opportunities for growth, extended medical, dental, life, and disability insurance, flight perks (including buddy passes and global inter-airline partnerships), revenue share, RRSP matching program, discounts at local restaurants and travel partner organizations, personal use of automotive garage, uniform and shoe allowance, staff events and much more!

RESPONSIBILITIES

- All non-routine purchasing.
- Receiving and filling requests from other company bases.
- Sourcing, ordering and filling office supply and uniform requests.
- Assisting in organizing and maintaining inventory.
- Creating and updating departmental training manuals and sales documents.
- Managing the receiving/ distribution and some purchasing of company souvenir items
- Some local deliveries and pick ups
- Invoice reconciliation and approving across multiple platforms
- MSDS database maintenance
- Answering and directing calls within the Purchasing and Stores department; other clerical duties as required.

QUALIFICATIONS/ EXPERIENCE

- Prior experience in a supply chain department.
- Ability to multi-task and prioritize assignments in a fast paced and safety sensitive environment.
- Excellent communication skills with good command of English both written and spoken
- Ability and desire to work in a team-based environment.
- Committed to the four values of our company – Safety, Integrity, Customer Service and Team Spirit.
- Experience using an ERP system, committed to successful implementation of new software and hardware to manage inventory and the shipping process.
- Ability to lift 50 lbs and perform active tasks.
- Valid driver's licence
- Proficient ability in Excel and word processing systems.
- Aviation and/or industrial experience is an asset.

JOB PROFILE – Purchasing Assistant

Now Hiring!



ABOUT HARBOUR AIR AEROSPACE SERVICES LTD.

- Our Approved Maintenance Organization (AMO) was created almost 30 years ago and most recently went by the name Aeroflite International Services Ltd. It is recognized around the world as one of the leading authorities of the DeHavilland product. Department wide, our people have been working on and around aircraft for close to a millennium. The Purchasing/ Stores department supports the aircraft maintenance as well as general company operations.

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. It flies more than 450,000 passengers annually, including commuters and tourists throughout coastal British Columbia.
- Our people are the backbone of our organization and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honoured as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's 10 Most Admired Corporate Cultures.

APPLY NOW: Email your resume to jobs@harbourair.com quoting 21-22

Deadline: Open until Filled