



L.J. Barton
Mechanical Inc.

PURCHASING MANAGER

Are you looking for a rewarding Procurement position where you can add value to a growing business?

Are you looking for an employer that truly values you and your work and will also encourage your career growth?

L.J. Barton Mechanical Inc. is currently looking for a Purchasing Manager to join our dynamic team!

This is an excellent opportunity for a self-motivated, energetic team player who wants to be a part of a growing organization. Working with a professional and diverse group of professionals and tradespeople, this position offers comprehensive compensation including competitive wages, access to the group benefits and pension plan, and ongoing learning opportunities.

Key Responsibilities:

- Develop strong relationships with existing vendors and source potential new vendors
- Issue purchase orders to vendors, expedite deliveries and track shipments
- Provide prompt and accurate pricing and delivery lead time quotations
- Negotiate bulk pricing and volume discounts with suppliers
- Check material availability with inventory system and/or from preferred vendors
- Maintain stock master pricing and update accounting department
- Assist with daily shortage/expedite report to manage inventory
- Maintain inventory accuracy and receive material into shop
- Other duties as assigned

Qualifications

- Previous purchasing experience in the Mechanical, Electrical and HVAC industry preferred
- Post-secondary education or pursuing certification with Supply Chain Management Association of Ontario an asset
- Knowledge of basic plumbing and electrical materials and supplies a definite asset
- Highly organized, detail oriented & self-motivated with the ability to take initiative and work in a fast-paced environment
- Proficiency with software and Microsoft Office, including Microsoft Excel, Word, and Outlook
- Excellent written and verbal communication and ability to build strong relationships internally and externally
- Capacity to coordinate multiple tasks through superior time management skills

Email your resume with cover letter to careers@ljbarton.com.

Please note, only qualified candidates will be contacted.

Build your future here.

Established in 1990, L.J. Barton Mechanical Inc. has grown to be the 'go to' multi-trade contracting company in the communities and sectors we service, delivering a standard of care and excellence, quality of work, and value that exceeds industry benchmarks and customer expectations.

www.libarton.com

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