



New Construction

Tenant Fit-Up

Communications

Design-Build & Engineering

Critical Power Services

Preventive Maintenance

Special Projects

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Electrical Purchasing Agent

As an established Electrical & Communication Contractor, our company is a leader in the ICI Field. Our Company's growth in the last 60 years can be attributed to their overall commitment to quality workmanship. Given this, we seek a motivated Purchasing Agent to join our Purchasing Team.

Responsibilities:

- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Forwards available inventory items by verifying stock; scheduling delivery.
- 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.
- Authorizes payment for purchases by forwarding receiving documentation.
- Works with shipping to direct orders to construction sites as required.
- Accomplishes purchasing and organization mission by completing related results as needed.

Job Qualifications:

- Proven supervisory experience in purchasing;
- In-depth purchasing experience in the construction industry;
- Ability to work with the Project Management Team
- Excellent communication skills, both oral and written;
- Proven team player;

We are seeking a young and energetic individual, with a great deal of willingness to learn about the electrical industry and possess' great communication skills. To apply for this exciting opportunity please submit your resume and cover letter in confidence to renata@ampere.ca

We appreciate all interest, however only qualified candidates will be contacted.

