



Position: Industrial Buyer

Location: Coquitlam, BC

- Exciting opportunity for a motivated individual looking to join a market leader
- Be challenged at work every day in a dynamic, fast paced role that combines quality supplier relationships and timely delivery of technical and non-technical products and services
- Join a team-based culture and enjoy great benefits, including flexible group extended health, dental and life insurance, health and wellness spending accounts and Group RRSP Matching Program

About the Organization:

Skeans Pneumatic and Automation Inc. is one of Western Canada's leading Pneumatic & Electrical Automation and Compressor Room Systems distributors, with seven full-service locations in British Columbia, Alberta, Saskatchewan and Manitoba.

For 50 years, our family owned, and managed company has provided automation and compressed air solutions to a diversified industry base across Western Canada.

Whether our clients need a compressed air energy audit, special pneumatic cylinder designs, electric actuation, robotics, optical sensors or machine safety systems, we have the right solution! To learn more about us, please visit our [website](#).

About the Opportunity:

Skeans Pneumatic and Automation Inc. has an exciting opportunity for an **Industrial Buyer**, to join our team in Coquitlam and make an impact with our suppliers and customers. We connect automation with customer driven innovation. They will be responsible for efficiently buying a wide variety of technical and non-technical parts, inventory, and services within company policies.

This intermediate-level position is dynamic and fast-paced, it focuses on understanding the current and future supply needs through regular communication with our teams in sales, customer service and warehousing, to ensure well-timed levels of supply.

They will be required to carry out the following duties:

- Create, issue, and expedite purchase orders for all divisions
- Review supplier acknowledgments for pricing, delivery, quantity, then update system accordingly, advise customer service where delivery exceeds expectations
- Produce reports and documentation using MS Word, Excel, and extensive work in ERP system (SAP) and MS Outlook
- Coordinate transportation and logistics in conjunction with warehouse staff
- Familiarity with Office365 including Excel, Word, SharePoint and Outlook required
- Competitive advantage for candidates familiar with SAP Business One ERP Software

To be successful in this mid-level role, they will be able to prioritize on an ongoing basis, adapting to changing priorities and multi-tasking. The position requires aptitude for accuracy and detail orientation, excellent math and numeracy skills, a can-do attitude, with a willingness to learn.

Ideal candidates will have at least 2-4 years' experience in a purchasing role, preferably in an Industrial Distribution or Manufacturing environment. Completion of grade 12, preferably

We connect *Automation* with *Customer driven Innovation*

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supplemented by advanced purchasing courses through the Purchasing Management Association of Canada (PMAC), the Logistics Institute of Canada, the Association for Operations Management (APICS) will be an asset.

Our close-knit team at SKEANS all strive to embody our values of: Integrity, Trust, Knowledge, Teamwork, Family, and Fun and ideally our successful new candidate will do the same.

About the Benefits:

In exchange for your hard work and dedication, you will be rewarded with a **competitive remuneration package** based on your skills and experience. You will also receive a great range of benefits, including:

- Comprehensive group insurance
- Extended group health and dental benefits
- Healthcare and Wellness Spending Accounts
- Group RRSP Matching Program
- Comprehensive internal and external training programs
- Continuing Education support

If you enjoy working in a fun, team-based environment and possess the drive to take on an exciting new challenge - Apply Now!