



SRI Homes - Regent, a large manufacturing operation plant in Lethbridge, is recruiting for:

PURCHASING COORDINATOR POSITION

REPORTING TO: Purchasing Manager

DUTIES (to include but not limited to):

Write purchase orders for all non-inventory and inventory items

- Research price and quantity discrepancies from confirmation and correct PO/inform supplier
- Follow up on backorders from vendors and change ETA on PO
- Match material packing slips to purchase orders and receive product in Navision
- Maintain daily/weekly cycle inventory counts
- Maintain Master Release Document for materials for production schedule
- Maintain MRO parts list with proper pricing and descriptions
- Ensure adequate inventory levels are kept reducing the chance of a home having a shortage
- Assist with month end inventory count, entry, and report analysis
- Maintain price list as per pricing increases and decreases set by vendors
- Keep in radio contact with Purchasing Department, Production Supervisors/Manager and Quality Control
- Cover responsibilities for Purchasing Supervisor when absent or as requested
- Submit cost savings ideas to Purchasing Manager

If you are interested in this very challenging goal-oriented position, please send your resume in confidence by April 23, 2021, to:

SRI Homes - Regent
Attention: General Manager
131 Stubb Ross Road
Lethbridge, Alberta T1K 7N3
FAX: 403-328-7285

E-mail: HRCanada@championhomes.com

Website: www.regenthomes.ca

Compensation package will be discussed during the interview. Only those chosen for an interview will be contacted. No telephone applications accepted.