



Overview

The purpose of the Junior Purchasing role is to perform activities related to purchasing equipment, sales order maintenance, warranty processing, equipment repair orders, inventory count and maintenance, backup and assist shipping/receiving as required. This role is to cover an existing maternity leave and is contract based.

Primary Duties:

- Purchasing – ensure that all MAC purchase orders are completed. Maintain items for maintenance and order when needed. Backup for all ECG orders when the purchaser is on vacation. Notify Project Managers of the status of purchase orders and any delays that may come up.
- Sales Orders – Sales Orders need to be checked for status (is it outstanding or completed work), accuracy (are part numbers and quantities correct), urgency (direct warehouse helper to use the appropriate service) and availability (notify Purchasing of any special circumstances related to availability, substitutions, etc.). Respond to queries from sales, service and project management regarding Sales Order status, history and delivery ETA.
- Warranty Processing – Identify returned defective parts for warranty replacement. Process warranty claim with vendor, modify Purchase Order to receive warranty replacement and maintain records for warranty tracking.
- Equipment Repair - Classify returned defective parts for scrap (not required or cost justified) or repair (process with appropriate vendor or in-house). Maintain records for repair tracking.
- Inventory – Maintain appropriate stock levels by physical count and/or min/max system settings. Manage the parts database with respect to part number creation and activation. Ensure all inventory items are labeled and binned consistent with the parts database. Ensure all inventory movement is tracked by sales order, service request, RMA or purchase order. Confirm appropriate crash kit levels with service.
- Warehouse Coordinator – Provide guidance and direction
- Service Vehicles – Assist technicians in scheduling vehicle service and ensure spare vehicle availability
- Provide backup for shipping, receiving and purchasing functions
- Other duties as assigned

Required Skills

- Computer literate
- Technical background an asset
- Post-secondary school diploma/certificate
- Enrolled in PMAC an asset
- Able to lift 60 lbs
- Technical Certifications an asset

Personal Attributes

- Self starter
- Reliable
- Energetic
- Detail oriented and highly organized
- Team Player

What You Should Expect

Expect to work in a fast paced rewarding environment where accuracy is of utmost importance. Work alongside industry professionals who are energetic and engaging.

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