



SRI Homes - Shelter, a manufacturing operation plant in Estevan, is recruiting for a

PURCHASING CLERK

SRI Homes – Shelter is seeking a Purchasing Clerk responsible for plant level purchasing. This position requires significant proficiency with computer-based purchasing and inventory management. Professional Purchasing designation would be an asset.

REPORTING TO: Purchasing Manager

Duties will include but not limited to:

- Match material packing slips to purchase orders
- Chase backorders from vendors and provide ETA to Purchasing Manager
- Maintain daily cycle inventory counts in NAV ERP
- Assist with month end inventory process
- Write purchase orders for all non-inventory and inventory items in NAV
- Maintain and organize parts/vendor/daily and physical count lists
- Maintain Master Release Document for materials for production schedule
- Expedite freight
- Receive all materials in accordance with champion Accounting Policy 2101
- Cooperate with foremen to ensure efficient flow of materials to the line
- Update product delivery schedule daily and note any back orders on report

The successful candidate will have 3 to 5 years' experience in Purchasing in a manufacturing environment and exposure to manufacturing departments/staff/ activities, reporting and variance analysis.

Experience with Microsoft Dynamics NAV ERP System; or a similar ERP system and MS Excel is an asset. You must have the ability to prioritize objectives and duties, have sound planning and organization skills and are able to support a cross-functional plant management team. Having excellent time management skills and a strong attention to detail and accuracy is a must for this position.

If you are interested in this challenging goal-oriented position, please send your resume in confidence by email. Jobs.Shelter@gmail.com

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