



SRI Homes – Shelter Homes, a large manufacturing operation plant in Estevan, is recruiting for a:

Purchasing Clerk

Your qualifications will include 3 - 5 years' experience in Purchasing and manufacturing. This **position requires significant proficiency with computer-based purchasing and inventory management**. Professional Purchasing designation would be an asset.

REPORTING TO: Primary: Purchasing Manager

DUTIES (to include but not limited to):

- 1) Match material packing slips to purchase orders
- 2) Chase backorders from vendors and provide ETA to Purchasing Manager
- 3) Maintain daily cycle inventory counts in NAV ERP
- 4) Assist with month end inventory process
- 5) Write purchase orders for all non-inventory and inventory items in NAV
- 6) Maintain and organize parts/vendor/daily and physical count lists
- 7) Maintain Master Release Document for materials for production schedule.
- 8) Expedite freight
- 9) Correct price and quantity discrepancies on batched files
- 10) Receive all material in accordance with Champion Accounting Policy 2101
- 11) Ensure materials are stored in a safe and efficient manner
- 12) Cooperate with foremen to ensure efficient flow of materials to line
- 13) Request new parts/variants from corporate when needed for both inventory and non-inventory parts
- 14) Request set up of new vendor to corporate and provide proper documentation upon request
- 15) Update product delivery schedule daily and note any back orders on report
- 16) Maintain MRO parts list with proper pricing and descriptions.
- 17) Source competitive pricing on MRO parts
- 18) Incumbent shall not change any policy or procedure without written authorization.

If you are interested in this very challenging goal-oriented position, please send your resume by email in confidence by December 1, 2018, to:

SRI Homes - Shelter
Attention: General Manager
PO Box 845
#200 Highway 18 West
Estevan, SK
Email: jobs.shelter@gmail.com

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

Shelter Home Systems, the founding plant of SRI Homes, started building homes in Estevan, Saskatchewan in 1978. Shelter delivers homes from Western Ontario to British Columbia and from the North West Territories to the US Border. We sit on 17 acres of land in a building of 90,000 square feet, and averaging over 100 employees. Shelter has built almost 25,000 homes right here in Southern Saskatchewan. Shelter continues to grow, offering homes, commercial structures and industrial buildings to all of Western Canada.