



## PURCHASING ASSISTANT

Fraser River, Pile & Dredge (GP) is Canada's largest Marine Construction and Dredging contractor. The company is privately owned with operations mainly in Western Canada and the Northwest Territories. FRPD's versatile fleet of cutter suction and hopper dredges, spud barges, cranes, dump barges, flat scows and extensive list of support equipment is ready to complete all types and sizes of Marine Construction, Environmental Remediation, Dredging and Land Foundation projects.

We are looking for a dynamic individual to fill the entry-level position of Purchasing Assistant at FRPD. The ideal candidate will enjoy a sometimes fast-paced, high-energy, challenging environment, working for an industry leader.

### Key Responsibilities:

- Purchasing of goods and services in a timely fashion, communicate with internal customers and external suppliers, resolve issues, identify areas of concern and initiate appropriate action
- Manage the purchase order process from approved requisition to P.O. received and support goods receipt
- Work with vendors to obtain quotes and review information (source of supply, price, quality, availability, terms and conditions, etc.)
- Manage inventory levels in yard warehouse based on min/max systems
- Update orders and follow-up status with suppliers and carriers to ensure timely delivery
- Provide functional back up to Buyer
- Maintain Material Price List for Construction Division
- Support Equipment & Yard team with implementing and maintaining company safety initiatives

### Required Skills:

- Proficient in Microsoft Office Suite skills
- Strong written and oral communication and interpersonal skills
- A strong commitment to safety
- Strong attention to detail and accuracy
- Self-starter but able to work well within a team environment
- Ability to organize, prioritize and manage time effectively in a fast-paced environment
- Ability to deal with competing priorities and manage time appropriately

### Qualifications:

- Post-secondary education in a related field or equivalent
- Minimum of two (2) years' experience in a purchasing/logistics environment or inventory control
- Experience within the manufacturing or construction industry is considered an asset. Experience in warehouse, order desk or parts departments would also be considered
- Must have a valid BC drivers licence
- Will be required to undergo a criminal background check
- Hold a valid level 2 First Aid ticket (FRPD will provide training)

Please send resume to [careers@frpd.com](mailto:careers@frpd.com). We thank everyone for their interest; however only those selected for an interview will be contacted.