



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. FRPD's experienced and enthusiastic Project Teams are dedicated to exceeding our existing and future clients' expectations.

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
- Assist in tracking FRPD equipment inventory
- 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 purchase order/supplier file
- Maintain Material Price List for Construction Division
- Support Equipment & Yard team with implementing and maintaining company safety initiatives

Required Skills:

- Proficient in Microsoft Word, Excel, Outlook
- Strong written and oral communication and interpersonal skills
- A strong commitment to safety
- Strong attention to detail and accuracy
- An ability to work independently
- Ability to organize, prioritize and manage time effectively in a fast-paced environment
- Self-starter with the ability to work both in a team and independently
- Detail oriented
- 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 a manufacturing or construction industry is considered an asset
- 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. We thank everyone for their interest; however only those selected for an interview will be contacted.