



Trout River Industries
+1-888-995-1200
32 Trout River Road
Coleman, Prince Edward Island, Canada
C0B 1H0

Purchasing Clerk

Job Description:

This position requires a well-organized and self-motivated individual with excellent problem-solving skills and a strong ability to prioritize workload independently. The individual will perform various tasks to support the supply chain department in sourcing materials & supplies for production, track production and issuing related purchase orders. Any experience in manufacturing/fabrication would be a definite asset.

Duties & responsibilities:

- Inventory & pricing of materials
- Have an intimate working knowledge of purchased components
- Have a working knowledge of the manufacturing process
- Source different suppliers and prices
- Maintain purchase and work order systems
- Order materials from suppliers and track shipments
- Help control inventory at appropriate levels

Required skills:

- Minimum 1-3 years' experience in procurement
- Ability to demonstrate high attention to detail
- Organized & comfortable with a fast-paced work environment
- Experience in database management
- Ability to produce forecasts and analysis
- Understand and help manage BOM system
- Clear and concise communication skills

About our company:

We are proud to be the leading Canadian manufacturer of live bottom trailers with our Live Bottom, Hycube, Multi-Purpose Box and new agricultural line, The Crop Hopper. Located on beautiful Prince Edward Island, with more than 20 years' experience, Trout River Industries has reached out across the world to deliver high quality innovative products and solutions in the USA, Europe, Jordan, Japan, and Australia. If you want know where we are going next, join our team and find out.

What we offer:

- Competitive wage package
- Group benefits package including health, dental and vision
- RRSP plan
- Strong team environment

To Apply:

To apply please drop off your resume in person at 32 Trout River Rd. Coleman, PE between 8am and 5pm Monday to Friday or email to jobs@troutriverindustries.ca.

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.