



## **Job Opening Postings**

Atlas Polar is a long-established company with an excellent industry reputation. You will be joining a team that works together continuing to keep the company successful in the marketplace. We look forward to resumes from all applicants. Only those selected for an interview will be contacted.

**Atlas Polar Company Ltd.** has an opening for the following:

### **INVENTORY CONTROL (Full-Time Position)**

#### **REQUIREMENTS**

- Solicit quotations from vendors and write vendor purchase orders.
- Liaise with all departments.
- Develop new vendor sources.
- Maintain and update vendor ISO Performance Log.
- Maintain inventory control.
- Negotiate with vendors.
- Write and place purchase orders with vendors and contractors.
- Schedule on time deliveries to meet manufacturing schedules.
- Work with the Company Health and Safety Committee.
- Provide assistance to the Health and Safety coordinator.
- Source alternate products that form, fit, and function.

#### **QUALIFICATIONS**

- 2-3 years of purchasing and expediting experience
- Good written and verbal communication skills
- Good understanding of electrical, mechanical and hydraulics
- Able to read and interpret CAD drawings
- Able to work independently and within a team environment
- Good computer knowledge, MS Excel, both AS400 and PC base

Please email your resume to: **[mfg@atlaspolar.com](mailto:mfg@atlaspolar.com)**

**Or**

Fax to: **416-751-2094**