



ATLAS POLAR COMPANY LTD. HAS AN OPENING FOR A FULL-TIME INVENTORY CONTROL POSITION.

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.

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 Co-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, both AS400 and PC base

This is a full- time position with benefits, including a company pension plan.

Atlas Polar Company Limited is an equal opportunity employer and encourages women, aboriginal people, persons with disabilities and members of visible minorities to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please email your resume to mfg@atlaspolar.com with "Inventory Control" in the subject line.

No phone calls please.