Purity Life

Purity Life Health Products LP

PURCHASING SPECIALIST - ACTON

Purity Life Health Products *LP* is Canada's leading distributor of natural health products. At Purity Life we believe natural health products make a difference in peoples' lives. Our vision is to be Canada's most valued natural health products distributor.

Our values are based on providing a safe workplace for our employees and conducting business based on **COMMIT - Collaboration, Operational Excellence, Mutual Respect, Making a Difference, Integrity and Transparency.**

We have developed our industry through outstanding innovation and a commitment to operational excellence. Purity has a job opportunity for a **PURCHASING SPECIALIST** responsible for effectively replenishing and balancing inventory levels across a diverse portfolio of Purity's distributed brands/vendors. Your high energy and drive will create a work environment focused on success and continuous process improvement.

Core Competencies:

- **Attention to Detail -** Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- **Client/Customer Focus -** Provides superior service to both internal and external customers.
- **Communication -** Expresses and transmits information with consistency and clarity.
- **Organization -** Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- **Ownership -** Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly.
- **Professionalism -** Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- **Resourceful -** Responds to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.
- **Time Management -** Balances a wide variety of tasks; prioritizes duties as needed.

Job Duties:

- Responsible for reviewing and placing purchase orders and warehouse transfers
- Responsible for expediting purchase orders and updating system with revised expected delivery dates
- Maintain vendor records, profiles and notes within the purchase order system
- Reconcile unreceived, damaged or short dated products
- Report on back order and out of stock products to appropriate internal teams
- Coordinate with Vendor relations specialist on forecasting, and seasonal purchase planning
- Coordinate deliveries with receiving department and freight carriers
- Maintain consistent, transparent and friendly communication across all departments
- Work in partnership with Vendor relations specialist on stock balancing programs
- Other duties as required

Job Requirements:

- Degree, diploma or certification with three years of experience in a related industry
- Experience of using all MS Office tools
- Ability to adapt to new technology
- Ability to effectively communicate both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a fast paced and changing environment
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment

Competitive Compensation Package:

- Incentive Program
- Short and Long Term Disability Plans (after 3 mths)
- Matching RRSP Plan
- EAP and Critical Illness Plans (after 3 mths)
- Education Reimbursement Program
- Fitness Reimbursement Program
- Employee Relief Fund

Other added incentives:

- In house Massage
- Employee Pricing on distributed products
- Free Supplement Wellness Program
- Free lunch provided once a quarter
- Free fresh fruit provided daily
- Free coffee program
- Subsidized healthy snacks program

#EasyToDoBusinessWith

To Apply:

Please upload your resume via link below and complete the required assessments.
https://www.ondemandassessment.com/link/index/JB-CXZC3YD3U?

For more information on Purity Life, please visit www.puritylife.com