



## Purchasing and Control Associate

**REPORTS To:** Director of Operations, General Manager, Vice President

### PURPOSE OF THE JOB

This position centralizes and controls the purchasing for the Maintenance Shop and Operations Department, ensuring that requested orders are received on site in a timely and efficient manner, using "Just in time" purchasing methods, and effective communication. If orders are not received complete, tracking and monitoring of back orders shall be required.

### DUTIES & RESPONSIBILITIES

- Maintain inventory and identification of regular stock parts
- Responsible for the daily administration of inventory including regular stock checks, as well as yearend reconciliation, updating inventory usage and purchase requirements
- Responsible for maintaining tool and stock inventory (signing in and out)
- Assisting in the research of finding parts by (phone, fax, etc) including pricing for quotes for part/supplies requested
- Assisting with runs / pickups as required
- Taking fuel dips and entering onto logs daily
- Ongoing sourcing of products, and monitoring or prices from vendors to ensure the best product is received at the best price.
- Maintaining a purchasing system utilizing purchase orders, and accurately completing related paperwork on a daily basis.
- Continually seek multiple quotes to ensure best possible pricing, delivery, quality of product, etc. Generally three quotes are required on large orders.
- Establish a positive rapport with vendors in order that Mount St. Louis Moonstone Ski Resort continues to receive good service. Do not purchase from a vendor simply because there has been a friendly relationship formed.
- Try to avoid excess freight charges if possible. Couriers can save unnecessary trips to Toronto, but heavy items can be costly to transport by courier, schedule "town runs" to maximize trips. Always check with all departments, as well as the main office, for any deliveries or pick ups they may have.
- Paperwork is to be accurately completed and delivered to main office weekly. A purchase order should always accompany a packing slip/invoice from vendors.
- Ongoing record keeping of parts bought and equipment requirements to streamline future purchases.
- Maintain cleanliness and organization of stock room, oil room, and washrooms. Be sure to change hand towels in washrooms when required.
- Monitor and track all shop tools through sign out/in sheets.



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- Assist mechanics with paperwork including work orders.
- Assist mechanics on shop floor when required.
- Monitor and check fuel tanks and fuel supply at shop.
- Assist mechanics with cleanliness and organization of Maintenance Shop – this is a priority and is part of everyone's job.
- Read and understand company policies and procedures.
- Other related duties as assigned

### SKILLS & EDUCATIONAL REQUIREMENTS

- Experience as a Purchaser
- WHMIS
- Exceptional communication and interpersonal skills.
- Strong ability to work without supervision as well as cooperatively as a team member.
- Familiarity with purchasing and accounts payable procedures
- Good computer skills including proficiency in Microsoft Word, Excel, Outlook
- Comfortable working in a shop environment.
- Knowledge of the ski industry would be beneficial, but not necessary

### PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 0730 – 1700
- Follow lunch, washroom and break procedures as directed
  
- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to remain stationary for long periods of time
- Spend extended hours in front of a computer screen
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with fellow crew members and other departments in a polite and professional manner

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Employee Signature

\_\_\_\_\_  
Date

**Andre Huter**

Andre Huter, Director of Operations



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