



# CAREERS

## PURCHASER

**ATOM-JET INDUSTRIES** is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

The Atom-Jet Group has a reputation for producing quality products and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

### Benefits

Atom-Jet recognizes that the people within our team are our most valuable asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

### Job Summary

The Purchaser is responsible for monitoring and maintaining ideal inventory levels. The Purchaser must also source custom material to ensure all material requirements are met. Lastly, the Purchaser is responsible for cultivating and maintaining vendor relationships.

### Duties and responsibilities

#### Scheduling:

- Generate workorders, schedule material and secondary services to meet the production schedule.
- Ensure all order deadlines are met.

#### Purchasing:

- Generate and manage purchase orders.
- Negotiate with vendors to maintain cost control and material availability.
- Conduct request for quotes.
- Fostering relationships with vendors.
- Maintain inventory controls and ensure ideal stock position on raw materials, semi-finished goods, tooling, and shop supplies is maintained.

### Requirements

**Experience** – Previous experience with metals and drawing interpretation would be an asset. Training in these areas will be provided to the ideal candidate if necessary.

**Skills** – The ideal applicant must be able to multi-task, set priorities and meet deadlines. Negotiation skills would also be considered an asset. The Purchaser should also be familiar with Microsoft Office, and ERP/MRP systems.

**Attributes** – The Purchaser must be self-motivated, organized, solution oriented, customer focused, possess strong communication skills, and always work towards ongoing improvements.

Please submit resume to [HR@atomjet.com](mailto:HR@atomjet.com) attention: Purchaser application.