

Position: Parts & Purchasing Assistant

Location: Bolton, ON

Wage: \$25- 30/hr

Description...

Mon to Fri 8.30am to 4.30pm

Reports to the Parts Manager

Source and price parts for Customers and Omori Maintenance Dept.

Manage and Perform Physical Inventory

Track all Purchase Orders

Enter all Parts, Pricing, etc. into SAP

Keep Parts area in a very Organized fashion

Works with all Internal Staff plus Vendors and Customers

Immediate start.