



Purchasing Buyer TORONTO CANADA

H&K International is a leading global supplier of kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing, and exceptional customer service.

Summary

Compiles and researches information in order to purchase merchandise and equipment. To ensure all purchased equipment items meet correct stock levels and arrive on time to meet our high level of customer satisfaction. Reviews opportunities on various equipment items to meet the cost savings initiatives and the demands by performing the following duties:

Essential Functions

- Responsible for issuing purchase orders both from an open order report and specific job lists to various vendors using an AS400 based system.
- Responsible for maintaining specific stock levels in accordance with our business sales levels.
- Responsible for tracking incoming shipments, receiving order acknowledgments on issued purchase orders, ensuring all receipt dates are correct and aligned with stock needs, job/project requirements.
- Responsible for sourcing potential new vendors and new items required.
- Responsible for ensuring all incoming freight rates are maintained and correct according to the current set figures.
- Tracking savings on purchased/sold items to our customers.
- Ensure all stock items have correct status, current, excess, obsolete.
- Generate the quarterly vendor reports required.
- Maintain all customs information and ensure duties are in line as being charged.
- Track and record ALL prices changes.
- Assists with mid-year and year end physical inventory counts.
- Other duties as assigned.

Education, Experience, and Knowledge Requirements

The ideal candidate will have a two year college or university degree and and/or minimum of 5 years related purchasing experience. Experience with sourcing through overseas vendors is definitely a plus. An outgoing personality, attention to detail, excellent oral and written communication skills and an ability to work closely with supervisors, subordinates, vendors, and customers is required.