



David Roberts Food Corporation

We are currently searching for a versatile and dynamic person to join our Purchasing / Inventory team located at our Oakville office. This is a position is considered to an intermediate level role that suits a high-energy, enthusiastic, proactive team player in the purchasing field.

What we have to offer:

- Full-time permanent position, 8:30 am – 5:00 pm
- Competitive salary
- Health benefits
- Paid birthday off
- Paid sick days
- Summer BBQ lunch events
- Professional modern work environment
- On-site parking
- Located minutes away from the QEW and 403

Various tasks will include:

- Source finished goods and raw goods
- Place, track, schedule orders as required
- Drive suppliers for on time delivery
- Prepare and submit purchase orders
- Input purchase orders into the system as required
- Manage inventory by doing cycle counting in the Warehouse
- Resolve pricing discrepancies and quality issues
- Liaise with other departments and vendors as needed on the phone and email in a professional, polite manner
- Perform other related duties as assigned

Qualifications:

- University degree or College diploma in business related field
- 2-5 years of purchaser/buyer and inventory experience in a production or manufacturing environment
- 2-5 years of strong administration background
- Food manufacturing background is a strong asset
- Must have excellent computer skills (Excel, Word, etc.)
- Proven ability to work effectively in a team environment
- Strong communications skills: verbal, written, listening
- Strong attention to details and problem solving

*******NO ALLERGIES***** to peanuts/tree-nuts/sulphites/mustard/soy**

We offer a great working environment. If you are a responsible, self-motivated team player please send in your resume immediately for this great opportunity – we are hiring now!

DRFC is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals and would like to thank all that apply. However, only those under consideration will be contacted for an interview.