



## Branch Administrator/Purchaser

Burnaby/Vancouver, BC

<https://phf.tbe.taleo.net/phf03/ats/careers/requisition.jsp?org=GRAYBARCANADA&cws=1&rid=1092&source=Indeed>

We are looking for a talented, team-oriented individual with a keen interest in the Office Administration field.

Graybar Canada (a division of Graybar Electric, a Fortune 500 corporation), is a leader in the distribution of high quality electrical, automation and telecommunications products and provider of related supply chain management and logistics services.

Graybar Electric operates more than 250 distribution facilities throughout North America, with 30 branches across Canada. As one of the world's largest employee-owned companies, Graybar has the power and stability of a big corporation and the integrity and drive of a neighborhood business.

Graybar Canada has an exciting career opportunity available in our **Burnaby, BC** location for a:

### **Branch Administrator/Purchaser**

If customer service and gaining positive work experience is important to you, Graybar Canada is the company you have been looking for.

#### **PURPOSE:**

To provide friendly and professional customer service, purchasing and administrative support to the Branch.

#### **MAJOR RESPONSIBILITIES:**

- Receive and forward telephone and counter inquiries to appropriate person and provide general information to assist clients and the public.
- Perform clerical duties such as open, sort, and route incoming mail; prepare bank deposit and daily cash sales; maintain inventory of office supplies; general filing and file maintenance, as required.
- Enter credits, returns, and corrections in computer system.
- Provide assistance to inside sales staff including following up on back orders and assisting customers with any inquiries and/or problems.
- Coordinate the logistical aspects of team programs, such as meetings, seminars, workshops, special projects, and events

- Present a positive and professional image of the office to all customers, suppliers, visitors and other individuals.
- Maintain accuracy of inventory balances
- Coordinate stock rotations with vendors
- Purchase stock to meet required demands
- Update and maintain manufacturers' catalogues and cost and price sheets
- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization.
- Advise departments and business units of lead time required to obtain products or services.
- Work with custom brokers to ensure proper NAFTA certificates and documentation are supplied by vendors.
- Other duties such as processing non-stock orders in a timely fashion, expediting all purchase orders, maintaining delivery information, and reviewing and reducing Class 13.
- Generate reports through SxEnterprise as required
- Provide assistance to counter sales representatives and inside sales representatives, as needed.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

- Exhibit excellent time management and organizational skills.
- Practice excellent spoken and written communication and interpersonal skills.
- Ability to work under pressure and manage customer requests.
- Ability to prioritize to meet deadlines.
- Must be enthusiastic and enjoy working with people in a busy office environment with minimum supervision.

#### **PREFERRED EDUCATION/EXPERIENCE:**

- Post-secondary education in Office Administration or Business is preferred or equivalent experience.
- Knowledge of electrical products and applications would be considered an asset but not required.
- Proven proficiency with Microsoft Office products including Outlook, Excel, Word, and PowerPoint.

Start Date Nov 9<sup>th</sup> 2020

Please contact: Kevin Podmore at

[kpodmore@graybarcanada.com](mailto:kpodmore@graybarcanada.com)