



E.B. Horsman & Son

The Electrical Distributor of Choice!

About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan and is consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions and the Best Service in the Electrical Industry."

Why Join the EBH Team?

The People & Culture. You will be part of a diverse collaborative team with people you can be proud to work with.

The Perks. We offer a full benefits package with a competitive compensation plan which includes annual profit sharing, Employee Share Ownership Program (ESOP) and your birthday off.

Continuous Development. Training & development is an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning. You will have access to our EBH University for personal & professional development.

About the Role

We are seeking a Purchaser at our Head Office, located in South Surrey, a fast-growing area in the Campbell Height Business District. The Purchaser position reports to the Vice President, Purchasing and Inventory and is responsible for providing a wide variety of Purchaser duties such as ensuring accurate and appropriate levels of inventory within the company and branch network to meet and exceed customer expectations and maximize product sales.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

info@ebhorsman.com | 888.HORSMAN | ebhorsman.com





E.B. Horsman & Son

The Electrical Distributor of Choice!

Work Location: 19295 25th Ave, Surrey B.C

Key Accountabilities:

Purchasing and Inventory Management: You will run and monitor branch inventory and auto-replenish needs for regular stock inventory levels to reflect branch sales requirements. Analyze purchase order needs to send regular buys to vendors, continuously monitor and fill special order request buybacks, and liaise with branch sales representatives or suppliers.

Inventory Returns: Initiates vendor or branch returns to maintain optimum inventory levels in all locations. Negotiating and solving inventory issues of freight charges and returned funds. Review dead stock and old inventory reports and take appropriate action from suppliers.

Technically Savvy. Proficiency in MS Office Suite Products, MS 365, Teams, OneDrive, and SharePoint, including Excel for designing spreadsheets and analyzing data.

Collaborative Communication. Open, verbal, and written communication is integral to this role. You will collaborate and support our internal EBH branch network. Teamwork is essential in this role.

Highly Organized. Responsible for maintaining your calendar and organizing your day-to-day responsibilities.

Analytical Mindset. In this role, you will assist the VP, Purchasing & Inventory in analyzing, identifying, and reviewing reports and trends by blending various reports utilizing Excel and other internal systems.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

info@ebhorsman.com | 888.HORSMAN | ebhorsman.com





E.B. Horsman & Son

The Electrical Distributor of Choice!

Highly Driven & Motivated. With our continued growth, you will be challenged in a fast-paced environment of competing priorities.

What you bring to this role:

- High School Diploma
- 3+ years of experience in a Purchaser role or inventory management role
- Proficiency in MS Office, Outlook, MS 365, Teams, advanced knowledge of Excel, and the ability to learn new software
- Proven ability to form strategic partnerships, build relationships and respect cultural diversity
- Strong verbal and written communication skills

How to Apply: If you believe your skillset matches the Purchaser posting and you are an enthusiastic, innovative, passionate, and energetic individual, we would like to hear from you. EBH provides a challenging work environment with growth opportunities.

Please visit our <http://ebhorsman.com/careers> or click on "Apply" to submit your resume and cover letter for consideration.

We thank all interested applicants. However, we can only work with those who live in Canada and have a permanent working status. Please note that only those chosen for an interview will be contacted.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

info@ebhorsman.com | [888.HORSMAN](tel:888.HORSMAN) | ebhorsman.com

