

idX CAREER OPPORTUNITY

Title: Purchasing Coordinator (Contract Position) - idX Toronto

Company Information:

idX Corporation is the preeminent manufacturer of consumer environments for the retail, hospitality, financial and POP markets. With facilities strategically located throughout North America and operations expanding globally into Asia and Europe, idX has played an integral role helping leading companies achieve their brand vision: Calvin Klein, CitiGroup, JCPenney, Levi's, Marriott, Michael Kors, Microsoft, Nike, Ralph Lauren, Starbucks, T-Mobile and Tommy Hilfiger.

Our mission is to differentiate idX from the competition by offering the economic and operational benefits of an international company while servicing the customer like an entrepreneur. idX offers superior manufacturing in wood, metal, glass and acrylic, comprehensive technical capabilities, world-class project management, and turn-key, integrated strategic services. With personalized attention and extensive capabilities, idX continues to deliver passionate service and exceptional quality products to our customers.

idX Toronto is Canada's leading manufacturer of custom store fixtures. By leveraging extensive metal and wood manufacturing, idX Toronto delivers focused project management providing a superior level of service. Located just north of Toronto, our state of the art facility is over 250,000 square feet with approximately 250 employees.

People + Process + Passion = Success

Description:

- Create purchase orders to meet production and operation requirements
- Enter purchase orders accurately into system to ensure timely delivery to customers
- Communicate with suppliers and provide updates to internal departments
- Address and resolve any pending issues with suppliers
- Expedite and follow up on all open purchase orders to ensure on-time delivery
- Assist with procuring quality products and materials ensuring timely delivery of materials to meet production and customer requirements
- Assist with purchasing materials and sub contract operations based on pre-determined requirements and other pre-set parameters in the Vantage System
- Update inventory and purchasing database as required
- Maintain accurate ERP system data and paperwork for vendors, receiving, and accounting
- Coordinate with shop floor to identify and correct inventory deficiencies
- Perform other related duties as assigned

Qualifications:

- Post-Secondary Education / Degree preferred in business, purchasing or logistics
- Purchasing Management Association of Canada (PMAC) and working towards a Certified Professional Purchaser (CPP) accreditation is an asset
- Minimum 2 years purchasing experience in a manufacturing environment, preferably in store fixtures
- Possess excellent communication, problem solving and time management skills
- Highly motivated and reliable
- Highly effective computer skills, with demonstrated knowledge of ERP systems, preferably Vantage

Reports to: Director of Logistics

Interested and qualified candidates should submit resume via fax, mail or email to:

Eileen Prasad

Senior Human Resources Generalist

careers@idxtoronto.com

www.idxcorporation.com