



JOB

WAREHOUSE BUYER

INTERESTED IN WORKING IN THE HEAVY MACHINERY INDUSTRY?

Would you like to be part of a team committed to the learning and success of its employees?
Grues JM Francoeur is currently seeking a heavy vehicle parts buyer!

WHY CHOOSE GRUES JM FRANCOEUR?

Grues JM Francoeur has been an established crane rental company for nearly 17 years. Our expertise and inventory of cranes are varied to meet the needs of the residential, commercial, industrial and civil engineering sectors. We offer our employees a warm, respectful and satisfying work environment. What's more, you'll have the opportunity to expand your knowledge and grow with us!

APPLY NOW TO JOIN OUR FAMILY!

YOUR ROLE

- // Work with the service manager to find parts in the manuals, place orders for each repair.
- // Place orders for mechanical parts, lifting equipment, tools, building hygiene supplies, office supplies, etc.
- // Receive merchandise and place it in the warehouse
- // Work with the Assistant to ensure that all parts are entered on work orders
- // Approve invoices, enter products into calls and expenses
- // Prepare machine maintenance (remove filters, etc.)
- // Receive supplier representatives on a weekly basis / keep abreast of supplier promotions
- // Manage daily inventory of parts, gas cylinders, hardware, etc.
- // Manage/order inventory according to seasonal maintenance (e.g. air dryer for winters around September)

- // Negotiate prices (quotes) with sales representatives
- // Follow-up on orders
- // Create each new part in the system with price / adjust price of products already registered with quantity
- // Check Cintas invoice with driver and add or remove employee workwear (every Thursday morning)
- // Ensure pick-up (with dispatch or courier service) or delivery of orders with suppliers
- // Check that fire extinguishers are in order (annual check and refill as needed)

SCHEDULE (5 DAYS/WEEK)

Shift work between
7:00 a.m. and 5:00 p.m.

FRANCOEUR

THE BENEFITS WE OFFER

- // Group insurance (life, disability, dental and health)
- // Vacation and paid time off
- // Ongoing training
- // A unique, family-oriented team
- // Company focused on employee well-being
- // Promotional items given to employees (clothing, lunch boxes, water bottles and much more!)

WE ARE LOOKING FOR SOMEONE

- // Punctual
- // Who has the ability to work flexible hours
- // Who is diligent and efficient
- // Who is able to work as part of a team
- // Who is autonomous, resourceful and reliable
- // Who can negotiate and maintain good relations
- // Who has good communication, purchasing and organization skills

REQUIREMENTS

- // Training in inventory management (asset)
- // Minimum 2 years' experience in a similar position
- // Knowledge of heavy vehicles (asset)
- // Knowledge of Office 365 suite
- // Fluency in written and spoken French
- // A good understanding of English