



Title: Purchasing & Inventory Coordinator
Reports to: National Purchasing & Inventory Manager
Division: Consumer Product Division
Location: Mississauga
Terms: Full Time/Permanent

Position Overview:

The Purchasing and Inventory Coordinator will support and assist the National Purchasing and Inventory Manager with the purchasing of company wide goods.

Responsibilities:

- Preparation of various purchasing and inventory tracking reports including the uploading of weekly sales forecasting data to web-based production planning system.
- Coordinates the purchasing of product ensuring all legislative documents and requirements have been completed.
- Remains in contact with other departments advising of the status of the product.
- Familiar with Government Waste Disposal procedures along with knowledge of Provincial and Federal packaging and labeling regulations.
- Additional projects as assigned by National Purchasing & Inventory Manager

Essential Knowledge:

- College or University Degree along with 5+ years of work related experience.
- Excellent computer skills, proficient in a Windows environment such as Excel, Word and Outlook.
- Effective interpersonal and organizational skills working within cross-functional teams.
- Exceptional organizational skills.
- Ability to learn, assess and apply new concepts.

Working Conditions:

In a temperature controlled office environment.

If you have the above listed skills, or know someone who does and is interested in joining the Nikon Canada team please email a current resume including cover letter in confidence to hr@nikon.ca. Nikon wishes to thank all applicants, only those selected for an interview will be contacted. Nikon is an equal opportunity employer.