

Procurement clerk / Commis à l'approvisionnement

A family-run business established in 1986, Tootsi Impex is continuously growing and striving to remain a leader in the industry. For 30 years, we have devoted ourselves to quality products in diverse categories. We have taken pride in bringing innovative products into the market as we have done over the years. From our closely built relationship with suppliers, we have also established ourselves as a name that cares and carries quality products. We are determined to be the name you trust in order for your business to achieve success.

Tootsi Impex offers an extensive line of services based on vertical integration, including co-manufacturing, sourcing, diversity, and a professional quality control team to care diligently for products.

OUR MISSION:

Premier Food Company offering superior quality to consumers in Canada and around the world.

Proud member of the following organizations:

CHFA, INC, CPMA, CIFST, UGI, Group Export

Responsibilities / Tasks

- Full time position in Food Warehouse environment
- Supplies warehouse, production line and operations same as tape, gloves, masks, labels, spare parts, cleaning products, etc. Anything none Food related.
- Issues PO for all purchases.
- Purchases online, at store or by phone.
- Analyzes needs for all departments with cost comparison.
- Purchases online, at store or by phone.
- Distributes all products bought to the right department.

Qualifications

- 2 year experience in Supplies Purchasing
- Detail oriented.
- Sense of priorities
- Ability to work effectively, independently as well as part of a team.
- Organized and punctual.
- Needs a car and/or valid driving licence.

Benefits

- Group Insurance after 3 months
- Free parking
- Discount at our Boutique

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