

## **Purchasing & Inventory Assistant**

Dinoflex is expanding our inventory team! We are committed to growing the business profitably without losing sight of our vision and core values. As a member of the Inventory Team, your part of that commitment is to stay focused on Safety Above All, Employee Care, Customer Intimacy, Business Innovation, and Extreme Ownership and to contribute meaningfully to these values.

### **Position Summary:**

The Purchasing and Inventory Assistant reports to the Logistics and Inventory Manager, supporting the procurement and inventory management functions by coordinating purchase orders, maintaining accurate inventory records, and ensuring timely delivery of goods. This role is essential for maintaining optimal stock levels, streamlining supply chain operations, and supporting the overall efficiency of the organization.

Your job will be entirely at our headquarters in Salmon Arm, BC. We start you at \$28.00 per hour on a full-time basis.

### **Key Responsibilities:**

- Assist in sourcing and purchasing materials, supplies, and equipment based on company needs.
- Create and process purchase orders, ensuring accuracy and timely approvals.
- Monitor inventory levels and assist in maintaining optimal stock quantities.
- Coordinate with vendors and suppliers to track orders and resolve delivery issues.
- Receive and inspect incoming shipments, verifying accuracy against purchase orders.
- Update inventory databases and systems with current stock information.
- Support cycle counts and physical inventory audits.
- Communicate with internal departments regarding inventory availability and purchasing needs.
- Maintain organized records of purchases, receipts, and inventory transactions.
- Assist in identifying cost-saving opportunities and vendor performance improvements.

### **Qualifications:**

- High school diploma or equivalent; post-secondary education in business, supply chain, or related field preferred.
- 1-2 years of experience in purchasing, inventory control, or administrative support.
- Familiarity with inventory and purchasing software (e.g., QuickBooks, SAP, NetSuite).
- Strong organizational and time-management skills.
- Attention to detail and accuracy in data entry and record-keeping.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).

### **Preferred Qualifications:**

- Experience in a warehouse, manufacturing, or retail environment.
- Knowledge of procurement best practices and inventory management principles.
- Ability to analyze data and generate reports.

**Working Conditions:**

- Office and warehouse environment.
- May require occasional lifting and physical activity.
- Standard business hours with occasional overtime during inventory periods.

For any questions regarding the position or for submitting a resume, please contact our HR department at [hr@dinoflex.com](mailto:hr@dinoflex.com) or call the office directly at 250-832-7780.

