



TCH
Email: jobs@tch.com
www.tchweb.com

Purchasing Coordinator

TCH is a North American distributor of hardware for road case and industrial enclosure applications. It has been serving American and Canadian manufacturers since 1976 with a focus on competitive prices and quick order turn around times. The company distributes hardware, laminate panels systems, fabricated foam and speaker components out of facilities in Buffalo, Calgary, Dallas, Montréal and Toronto. TCH has a catalogue of 5000 components and expertise with sourcing and designing custom hardware.

Summary

We are currently looking for a Purchasing Coordinator to source product and place purchase orders, maintain a current and accurate database and provide information in a timely manner to other departments to facilitate decision-making and problem solving. Identify and correct errors in product data.

Responsibilities

- Set up and maintain product and vendor information in company database.
- Print and analyze stock status reports and purchase requisition reports for select vendors.
- Prepare purchase orders, phone/fax vendors and confirm PO receipt.
- Identify and resolve problems with stock levels and enter stock adjustments.
- Perform inter-company order processing and allocations.
- Other duties as may be assigned from time to time.

Knowledge Requirements

- College diploma, CAPIC courses an asset
- General computer knowledge (Microsoft Word, Excel, Outlook)
- 1-2 years data entry experience
- Technical or mechanical experience is an asset
- Detail-oriented with strong organizational skills

For more information about TCH, please visit www.tchweb.com

Submit resumes to jobs@tch.com , with “Purchasing Coordinator” in the subject line.

We thank all applicants for their interest, however we will only contact those candidates selected for an interview.