

Job Title: Purchasing Assistant	Location: Richmond Hill Office
Department: Product Management	Reports to: Denis Yeung - PM
Revision Date: January 30, 2009	Effective Date: June 21 st , 2009

Position Overview

This position is a front line contact position at Taknology (Canada) Inc. dealing with vendors. Communication and organizational skills are most important aspect for this position. Since Taknology (Canada) Inc. sells only a selected group of products, maintaining and enhancing corporate relationships with the vendors is important while ensuring the accuracy of purchasing of products for sales.

Essential Job Functions

- Inventory level analysis, ensuring proper level of stock is on hand for sales by location
- Ensuring proper quantities of product are purchased
- Verifying pricing from vendors match PO price
- Ensuring costing of all inventory is correct
- Dealing vendors on product related issues
- Processing of RMAs (Return Material Authorizations)
- Communicating effectively with vendors via phone, in person and electronically.
- Keeping up to date on products and technology sold through TAK.
- Accuracy of product related information entered into the system

Non-essential Job Functions

- Coordinating with other departments on vendor or product related issues
- Attending events, representing Taknology (Canada) Inc. to the industry
- Monitoring sales orders by product category, vendor
- Ensuring proper and timely updates from vendors to sales team

Requirements

- Read, Write & Speak fluent English or English & French
- Familiar with using computers and Microsoft Windows.
- Familiar with imaging products (electronics).
- Organized, diligent and detail oriented
- Good interpersonal skills.
- Willing to learn

Other Skills/Abilities

- Math and analytical skills
- Flexibility to adapt to changes from vendors, market and sales requirements

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.