



Procurement Specialist

Langley, BC

THE POSITION:

Pacific Reach Properties develops, acquires, improves and operates seniors housing, hospitality, multi-family and commercial properties. The Procurement Specialist acts as the gate keeper of accurate data for the order process, utilizing their knowledge and expertise in GP operating system to place orders with vendors for our Pacific Reach Sites. He/ She is accountable for staying organized and managing the order placement and acknowledgement phases of the order process. The role covers all Pacific Reach Business Units and requires some travel to these Facilities.

RESPONSIBILITIES:

Responsible for all tactical & transactional side of procurement.

Purchasing Specialist will evaluate MRO Supply vendors on behalf of Business Units, analyze quotes, negotiate prices, issue and track orders, and coordinate closely with internal and external partners, all the while seeking opportunities to streamline procurement processes and reduce costs.

Promptly resolve any vendor invoice issues by working closely with the Accounts Payable Department. This will include but not limited to PO revisions and vendor account issues.

Monthly review of the open PO report ensuring we are maximizing all savings opportunities by ensuring accurate pricing and discounts are being applied by the vendors. Work with the Accounts Payable team to ensure issues are addressed in a timely manner.

Develop and maintain procurement standards and procedures to support the day-day business including administration of the Great Plains Purchase Order system

Organizing & conducting training and mentoring of the procurement system users utilizing the Great Plains Purchase Order system

QUALIFICATIONS:

3-5 years of purchasing/customer service experience.

Bachelor's degree or equivalent combination of education and experience.

Open-minded self-starter with the ability to adapt, improvise and solve problems quickly and efficiently.

Strong GP / MS Office skills.

Ability to work independently on multiple tasks and projects, with various teams.

Solid skills and experience negotiating with vendors.

Excellent interpersonal and communication skills.

Organized and efficient, with strong detail-orientation.

Time management skills is essential.

Tracking and reporting key functional metrics in order to optimize processes and costs

Pacific Reach provides for a dynamic and challenging work environment. We are growing rapidly and reward innovation & hard work.

If you are interested in this opportunity, email your resume to rnawabzada@pacifcreach.com
