

Procurement Administrator

Sales - Winnipeg, Manitoba

Are you interested in going beyond a mundane admin position and forging a new path with a company that offers you freedom?

Are you meticulous and super accurate with your information? Does disorganization give you anxiety, and you relish the opportunity to turn chaos into calm? Can you juggle multiple balls at the same time and not drop any?

Do you enjoy a collaborative, supportive team environment? Can you help team members and clients solve problems, and you aren't allergic to hard work? Can you write and speak to people in a language they can easily understand?

I know there were many questions, but is your answer YES to all of them? Then we have the job for you if you have these must-haves:

- Post-secondary diploma or certification in Business Administration.
- Minimum 1 – 2 years of experience working in a related field.
- Legally entitled to work in Canada.
- Proficiency in Microsoft Word, Excel, Outlook, OneNote, QuickBooks and SharePoint.

If everything is good, then apply. If you want to go "over the top," include a link to a quick, under-3-minute personal introduction video.

Here is the traditional job posting if you are interested in reading it:

Job Description

Title: Procurement Administrator

Reports To: President

Summary of Position:

We are looking for a Sales Administrator to join our dynamic team. The Sales/Procurement Administrator will play a key role in supporting our Sales and Accounting team to ensure the smooth running of our operations.

Accountabilities:

- Order Processing: Process sales orders, track them through to completion, and update clients on their order status.
- Customer Service: Respond to customer inquiries and provide excellent customer service.
- Sales Support: Assist the sales team with the following tasks:
 - Quotes for hardware and software
 - Creating and updating CRM records.
 - Reporting: Generate sales reports and forecasts for the sales team and senior management.
- Procurement: Collaborate with suppliers and manage procurement processes. Ensure timely product delivery and compliance with the company's procurement policies and procedures.
- Inventory Management: Coordinate with the service and project team to ensure inventory is managed with operational requirements. Reconcile the inventory in the accounting and professional services automation platform.
- Logistics: Management of inventory in two warehouses, coordination between the shipper and the client for the delivery of hardware, and invoicing the client for shipping charges.
- Accounting: Assist the accounting team with accounts payable and receivable-related tasks.

- Accurate entry of all time and service ticket information in HUB's Professional Service Automation software, ConnectWise.
- Efficient communication skills, in both written and verbal forms, to keep clients and management well aware of work status, progress, and problem resolution.
- Maintain a clean and safe work environment.
- Maintain a clean and professional appearance in clothing and personal grooming.
- Adhere to HUB's Employee Code of Conduct.

Qualifications:

- College Diploma in Business Administration
- Legally entitled to work in Canada.
- Excellent communication in English in both verbal and written form.
- Ability to dynamically multitask across numerous issues in a high-pressure environment.
- A passion for solving problems and helping the team and clients succeed.
- Quick and efficient problem-solving and analytical skills.
- High-level customer service focus.
- Great attention to detail and accuracy in documentation.
- Must have a valid Manitoba Drivers' License (Class 5F or 5I)

Performance Evaluation:

The company will periodically review employees' performance to evaluate performance and consider any changes in the scope and description of job responsibilities to align with company strategy. It is contemplated that performance evaluation will be evaluation may be postponed or delayed in appropriate circumstances. The company will assess any adjustments to salary or compensation in their sole and absolute discretion.

About Us:

HUB began in 1991 because our CEO, Troy McLennan, realized how much business owners struggled to understand and use IT to their advantage. Instead, it was stressful and complicated. As a business owner, Troy experienced sleepless nights, worrying about technology, frustrated about unresolved issues, and stressed about investing in tech but not getting value from it. We are a team of innovative information technology experts committed to removing your IT burden and communicating with you in a language you can understand. Our motto is: Let HUB take care of your information technology so you can focus on your business! If you want to demonstrate your attention to detail, add the word "kaizen" anywhere in our cover letter or resume.

Job Type: Full-time

Pay: \$19.00 to \$21.00 per hour

Expected hours: 40 per week

Benefits:

- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Profit sharing

- RRSP match

Schedule:

- Monday to Friday from 8:30 am to 5:00 pm CT

Supplemental pay types:

- Bonus pay
- Overtime pay

Application question(s):

- You are legally entitled to work in Canada.

Education:

- Secondary School (required)

Experience:

- Accounting: 1 year (preferred)

Language:

- English (required)

Work Location: In person

To apply email please contact the hiring manager, Brandon Goel at brandon@hub.ca