

Job Description		Procedure No.	xxx.JD.xxx
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		Owner/Approver	

EXPEDITOR

DEPARTMENT: Purchasing

LOCATION: Brockville, Canada

ACCOUNTABLE TO:

JOB SUMMARY

Responsible for expediting all project purchase orders to ensure on-time delivery and performing other administrative duties as required.

RESPONSIBILITIES/DAILY TASKS

- Processing order acknowledgment for all project PO's
- Verify parts/specifications on PO vs vendor order confirmation and highlight any discrepancies to buyer/vendor; update PO when appropriate with correct price/spec once approved
- Continuously monitor purchasing email account and record updates in APES
- Print WIP shortage reports and maintain daily whiteboard for each project
- Foster good working relationships with vendors
- Expedite past-due orders
- Populate tracking notes with status updates in APES and update PDD
- Notify appropriate staff when PDD's will not be met and take the necessary action as required
- Expedite PO pull-ins with vendors as necessary
- Identify potential freight issues and report to appropriate parties
- Review freight invoices for proper coding to correct department
- Create custom PO for purchase requisitions for internal use and have PO lines received monthly
- Process credit card transactions, as required
- Monitor incoming shipments from SFI and make appropriate tracking notes in APES
- Record cost savings in the departmental spreadsheet
- Sort and file packing slips daily
- Update vendor master and parts master with updated/corrected information
- Assist with returning the material in APES and creating vendor RMA paperwork
- Review returned invoices for discrepancies and correct where appropriate
- Collaborate with receiving department for receiving discrepancies and have corrected as required
- In the absence of buyers, correct purchase orders for price and/or delivery issues and provide revised PO to vendors
- Support buyers in other purchasing functions as required

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QUALIFICATIONS

- Very organized and detail-oriented
- Excellent computer skills
- Self-motivated, independent worker with a results-driven approach
- Excellent communications skills, both verbal and written English (2nd language an asset)
- Strong problem-solving skills
- Ability to work collaboratively with others to achieve common goals

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. If you require accommodation due to a disability at any time during the recruitment and/or assessment process, please contact Human Resources and we will make all reasonable efforts to accommodate your request.

We sincerely thank all applicants for their interest but will only contact those under consideration.

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