

Purchasing & Inside Sales Representative (Red Deer, Alberta)

AEC Industrial Solutions designs and integrates world class Automation, Electrical & Control solutions for motor and pump controls. AEC has a committed well trained staff dedicated to designing and providing custom solutions, and partners with top tier manufacturers of industrial automation and control equipment.

Job Description

Reporting directly to the management team, this position will be assigned the following duties and responsibilities:

- Correspond with customers in a prompt, courteous and professional manner
- Troubleshooting and problem solving to determine customers' needs
- Sourcing and ordering parts
- Shipping and receiving products
- Properly storing and receiving products into inventory
- Negotiate, source, procure and manage material
- Expedite and track all materials and process all required paperwork
- Assist Estimators by providing pricing
- Investigate and resolve inventory and pricing discrepancies
- Shop organization
- Ensure orders and quotes are meeting specified deadlines and paperwork from vendors is complete and correct
- Organize materials for projects

Qualifications

The successful applicant will possess the following qualifications:

- Certificate or Diploma in purchasing and supply chain management an asset
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office Applications: Word, Excel, Outlook, etc.
- Experience in Sage 100 Contractor an asset
- Electrical and/or electric motor experience is an asset
- Ability to work with a high degree of accuracy and attention to detail,
- Outstanding organization and time management skills,
- Ability to prioritize tasks and meet deadlines,
- Self-motivated and a team player;
- Ability to work alone and unsupervised for periods of time;
- Effective communication skills.

Please submit your resume with references to careers@aec.ca