



Join the Builder of Choice in the National Capital Region!
We have a simple purpose...

Enriching lives by creating great places to live,
work and play!

We are seeking an experienced

Purchasing Clerk

Key Duties & Attributes:

- Provide assistance as required to the Purchasing Department
- Prepare and maintain purchase orders and lot documents
- Database input and administrative duties
- Emails, faxing, printing scanning and filing as required
- Maintain the confidentiality of company information, policies and procedures
- Upholding and adhering to the company policies including a clean and safe work environment
- Other work and tasks related to company's objectives, or as required by the Project Coordinator(s)
- Highly organized and ability to process large volumes of information
- The ability to multi-task and work under pressure within time constraints
- Strong written and verbal communication skills
- Detail oriented
- Understand the need for professionalism with client groups
- Proficient in MS Office applications
- Adaptable to learn new computer systems

About EQ Homes:

- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Our Values:

- Doing the right thing.
- Quality; build well for lasting value.
- Creativity; challenge status quo and encourage innovation.
- Fun; enjoy what we do and share that joy with others.
- Respect; for each other, our communities and the planet.
- People; find the best and empower them to become great.

Please email your cover letter and resume to
jointheteam@eqhomes.ca

Job Description – Purchasing Clerk

Position Title:	Purchasing Clerk
Department:	Purchasing
Reports to:	Purchasing Manager

Key Overall Objective of the Position

The key overall objective of the Purchasing Clerk is to support the Purchasing Department with administration and document creation and distribution.

This Job Description has been prepared to serve as a guideline to provide clarity in the objectives, accountabilities and duties in the performance of daily activities. The content may be subject to change based on input from the employee, staff, or management.

Key Accountabilities

- Timely release of purchase orders and related documents
- Pleasant and professional interaction with all internal and external personal.
- Effective time management to ensure project requirements and deadlines are met.

Key Duties

- Provide assistance as required to the Purchasing Department
- Prepare and maintain purchase orders and lot documents
- Database input and administrative duties
- emails, faxing, printing scanning and filing as required
- Maintain the confidentiality of company information, policies and procedures;
- Upholding and adhering to the company policies including a clean and safe work environment;
- Other work and tasks related to company's objectives, or as required by the Project Coordinator(s);

Key Attributes and Desired Competencies

- Highly organized and ability to process large volumes of information.
- The ability to multi-task and work under pressure within time constraints
- Strong written and verbal communication skills.
- Detail Oriented
- Understand the need for professionalism with client groups
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Job Description – Purchasing Clerk

Minimum Qualifications

- At least 2 years' experience in an office environment or equivalent education.
- High school diploma
- Construction related experience an asset.
- Punctual and dependable
- Excellent organizational skills
- Ability to work independently and as part of a team
- Respectful and courteous to coworkers, visitors, and vendors