



## Purchasing Officer

HyLife Foods a division of the HyLife organization is engaged in the dressing and processing of hogs for both domestic and world markets is seeking a **Purchasing Officer** to join the team. To sustain its position as a premier supplier of quality food products it strives to employ talented and motivated people who are capable of reaching the cutting edge of their discipline. This position is based at the operations in the vibrant community of Neepawa, Manitoba which has a reputation for its beauty and high quality of life.

### **This position will include the following responsibilities and day-to-day functions:**

- Source maintenance (MRO) specialty parts and items to support operations
- Analyze data to optimize inventory turns
- Monitor inventory levels across multiple locations to ensure sufficient inventory to meet demand
- Assist with inventory control and reconciliation
- Conduct pricing comparisons for materials
- Process purchase orders, packing slips, receiving transactions and invoice approvals.
- Coordinate with suppliers to ensure on time delivery
- Maintain a positive experience for both internal and external vendors

### **The successful candidate should possess the following qualifications:**

- Solid planning and organizational skills with ability to prioritize and multi-task
- Effective written and verbal communication skills, with proven ability to build positive working relationships
- Works well in a team setting
- Ability to perform tasks with minimal supervision
- Intermediate to advanced computer skills including Microsoft Office
- Strong focus on food safety and workplace safety
- Mechanical and electrical aptitude an asset
- Accounting, maintenance, and/or Engineering Technologist skill sets an asset

We offer a comprehensive benefits package and competitive compensation based on experience and knowledge. HyLife has been recognized as a Platinum Member of Canada's Best-Managed Companies.

If you have the qualifications and the passion to meet this challenge then we would like to explore your potential. To apply, please visit our website <http://hylife.com/current-opportunities/>

*We thank all applicants, however, only those under consideration will be contacted.  
Only applicants currently entitled to work in Canada will be considered.*

