



PyroGenesis Canada Inc. is a world leader in the design, development, fabrication and commercialization of advanced plasma processes. We provide technical and manufacturing expertise, cutting-edge contract research, as well as turnkey process equipment packages to the defense, metallurgical, mining, additive manufacturing (3D printing), oil & gas, and environmental industries.

With a team of experienced engineers, scientists and technicians working out of our Montreal office and 3,800 m² (approx. 40,900 square feet) manufacturing and pilot facility, PyroGenesis maintains its competitive advantage by remaining at the forefront of technology development and commercialization.

The company offers a rewarding work environment, possibilities of promotion and a complete benefits package.

Located in downtown Montreal (Griffintown), we are looking for:

Position Title: Purchasing Assistant

This is an entry-level position that supports our purchasing department. Reporting to the Buyer but working closely with the Purchasing Coordinator.

The focus of this role is to ensure that administrative duties relating to purchases, including tracking orders and ensuring records are kept up to date in a timely manner.

Tasks and responsibilities:

- Assist in managing and tracking purchase orders including order changes and delivery delays.
- Assist in matching and tracking all invoices to the packing slips and purchase orders and when necessary, make the modifications due to incorrect amounts.
- Creating requisitions.
- Track on-time deliveries and follow up of late deliveries.
- Contact supplier in case of returns and assist in assuring quick exchange occurs.
- Assist in providing ongoing communication with suppliers during the procurement process.
- Update/Track all purchasing requests, requisitions, purchase order details, receiving and invoices.

Requirements:

- Minimum of 2 years of relevant work experience in a similar role; only those with experience will be contacted
- High school leaving diploma
- Intermediate level of MS Office (Word, Excel, Outlook)
- Bilingual (written and spoken French and English)
- Knowledge of Jovaco would be an asset
- Superior organizational, and high-level attention to detail and accuracy are required
- Ability to work independently
- Pleasing personality with superior communication and follow up skills
- Able to multi-task
- Hard-working, with a positive attitude and a sense of initiative

Send resume to: careers@pyrogenesis.com

Job reference #: P401E

PyroGenesis Canada Inc. thanks all applicants for their interest. However, only those whose background and experience match the requirements of the role will be contacted.

Equal Employment Opportunity

PyroGenesis Canada Inc. is firmly committed to ensuring a positive and professional working environment in which all people are treated with dignity and respect. We aim to provide a fair and consistent method for filling job openings in support of equality of opportunity and cultural diversity within the company.

Message to recruiters:

Please note we do not accept calls from recruitment agencies without prior arrangement.