



## Purchasing Coordinator

### YOUR TEAM

**Office:** Montreal

**Supervisor:** Vice President  
Procurement

- Senior Purchasing Manager
- Purchasing Manager
- Purchasing Analyst
- Supply Chain Analyst

*MTY Food Group is looking for a Purchasing Coordinator.*

*The successful candidate will be a highly-driven and motivated team player who enjoys working in a fast-paced environment and is looking for a career that can offer growth and opportunity.*

### YOUR MANDATE

You will be responsible for providing a variety of administrative tasks to the Purchasing Department.

### YOUR TALENTS (PROFILE)

- Degree in Office Automation or any other relevant training in office work coordination
- A minimum of 2 years' experience as a Coordinator or Administrative Assistant
- Experience in food industry will be an asset for this position
- Excellent internal and external customer service skills
- Strong proficiency in Microsoft Office Suite, including Excel, Word and PowerPoint
- Demonstrate enthusiasm, discretion and have a professional positive demeanor are a must
- Strong attention to detail with exceptional organizational, communication, time management skills
- Must be able to multitask while remaining flexible with an ability to manage shifting priorities
- Bilingualism is required (French and English) and an ability for translation

**Join our passionate team in purchasing!**

### YOUR CHALLENGES

- Coordinating sample requests and feedback
- Handling product complaints
- Drafting memos for new products and newly negotiated products to brands
- Coordinating new listings at distributors
- Verifying the accuracy of order guides
- Contracts: (scan, file, Update master, collect paperwork, communicate with distributors)
- Update database
- Ensuring consistent pricing between brands
- Ensure all rebates are captured

If you are interested in this position, please forward your resume by email to the attention of:

[hr@mtygroup.com](mailto:hr@mtygroup.com)