



Junior Purchaser Full-Time

Port Hardy and North Island
Port McNeill

Thursday May 28, 2026

\$31 - \$40/ hour (38.86/hour)

Company: Orca Sand and Gravel

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

email resume to resumes@vmcmail.com

Expiry Date:

Thursday, June 11, 2026

Details:

A Junior Purchaser supports purchasing department activities by ordering supplies and materials. They report directly to the Procurement Manager and provide administrative support by maintaining inventory and purchase records throughout the procurement process. The junior purchaser also participates in buying supplies and materials directly from vendors, manages vendor relationships and identifies cost-saving opportunities to support the company's targets and goals. The Junior Purchaser needs a high level of attention to detail as well as the ability to monitor and maintain computerized records related to purchasing activities. While this role is primarily administrative, purchasing clerks also participate in shipping and receiving duties and other duties as assigned. This is a 6 month term position that will likely be transitioned to permanent.

Qualifications & Experience:

Job Requirements: •Valid BC Driver's License with clean driving record •Minimum Grade 12 diploma or equivalent. (Post-Secondary education in parts/warehousing an asset) •Critical/analytical thinking skills •Ability to work with computer systems and Maintenance Management software •Ability to work with a team •Attention to detail is required •Precise verbal and written communication skills. •Good working knowledge of Office or Google Suite (Excel, Word, Sheets, Docs etc.) •Math Skills - Must be comfortable working with fractions and percentages •Good customer service skills •Ability to operate a forklift/telehandler an asset •Excellent time management, critical thinking and administrative skills •Patient, calmness under pressure, professionalism •Problem solving abilities are required. •Must be able to climb stairs, lift and move cartons.
