



Purchasing Administrator

Full-Time

Campbell River Region
Campbell River

Wednesday June 17, 2026

\$26 - \$30/ hour (\$ 48,000 to \$ 60,000)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Finance & Banking

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers>

Expiry Date:

Wednesday, July 01, 2026

Details:

Accuracy is one of your key strengths, and you thrive in a fast-paced environment where organization and efficiency are essential. You have experience working in an ERP system, enjoy managing data and value building strong professional relationships. If this sounds like you, Broadstreet Properties is looking for a Purchasing Administrator to join our team. The Purchasing Administrator manages purchase orders, inventory tracking, and data reconciliation while maintaining accurate, up-to-date records in the ERP system to support smooth operations. This role also facilitates clear communication and the efficient flow of electronic requests between the Supply Chain department and the various divisions it supports. Your contributions to the team include:

- Complete regular inventory counts at all sites and keep inventory records accurate by fixing discrepancies.
- Review inventory differences, find the cause, make quantity adjustments, and support cost savings.
- Maintain the Yardi inventory database by updating item codes, prices, locations, minimum and maximum levels, and quantities on hand.
- Prepare aged inventory reports and complete routine system cleanup by removing obsolete or inactive items.
- Review and update minimum and maximum stock requests based on usage data to keep inventory levels appropriate across sites.
- Investigate and fix inventory system issues reported by Operations and Facilities.
- Visit sites to prepare storage condition reports that support better layouts and proper stock conditions.
- Process purchase orders and requisitions, confirm product availability, and find alternatives when needed.
- Create and send purchase orders and requisitions to support timely delivery and stock availability.
- Track orders, follow up on outstanding purchases, and address supplier issues as needed.
- Work with Accounting to support invoice matching, purchase order closure, and reconciliation of contractor invoices and receiving.
- Create and share accurate inventory reports for Finance, management, and end users.
- Review inventory and procurement processes to find inefficiencies and suggest

improvements. • Support departments with procurement needs by responding quickly and helping fulfill orders effectively. • Manage Staples accounts, including user setup and ongoing account maintenance. • Manage goods entry and oversee material receiving in the ERP system, including tracking materials in transit and coordinating delivery to sites. • Resolve issues between vendors and internal departments related to order differences, damaged or missing goods, and purchasing procedures. • Maintain contract records, including start dates, end dates, and key scopes of work, and remind teams of upcoming expiries. • Prepare contract amendments based on updates from internal teams and legal counsel. • Create service contracts in the ERP system and generate related purchase orders.

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$ 48,000 to \$ 60,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • Minimum two years' experience in an administrative role • Knowledge of purchasing processes considered an asset • Ability to effectively communicate both verbally and in writing • Experience using enterprise resource planning (ERP) software • High level of proficiency with Microsoft Excel and Word • Demonstrated organizational skills and confidence using electronic systems • Strong problem identification and problem resolution skills • Ability to build and maintain professional relationships with departments, key business partners, and vendors
