

HEATH & SHERWOOD (1964) LIMITED

Box 340, Kirkland Lake, Ontario, Canada P2N 3J2

Telephone 705-567-5313 Fax 705-568-8545

www.heathandsherwood.com



Heath & Sherwood (1964) Ltd., an international engineering / manufacturing firm serving the mineral processing and smelter equipment market, seeks an applicant to fill the position of Purchasing Agent. This position reports directly to the Manager of Corporate Services, and has the following responsibilities:

- Purchasing of goods and services required by all departments at Heath and Sherwood (1964) limited
- Expedite purchase orders and follow up on scheduled deliveries
- Process receipts and invoices
- Process purchasing information into ACCPAC system
- Work with suppliers to provide the best price and delivery dates
- Work with suppliers to obtain documents for Export processing

This position requires:

- Excellent communication, inter-personal, and coordination skills
- Degree or diploma in business, or equivalent experience
- A solid understand of purchasing environment
- Ability to multi-task
- Ability to work independently and as part of a team
- Experience with ACCPAC is an asset.

Competitive wage and benefit package along with profit sharing enhancements.

Please forward your cover letter and resume, including references, to:

Heath & Sherwood

Box 340, Kirkland Lake, ON. P2N 3J2,

to the attention of the Manager of Corporate Services.

Or Email: info@heathandsherwood.com Fax: 705 568 8545