



Procurement Representative Kanata, Ontario

PureLogic IT enables outcomes as a secure and trusted technology services provider across current and emerging technologies. Customer expectations are at our core with financial, social, and ethical leadership. We are a Canadian, women owned, equal opportunity employer with a family culture and passion for giving back.

Responsibilities:

- Prepare purchase orders for Sales and Inside Sales Team while dealing directly with both distribution and vendor communities.
- Track orders and ensure timely delivery
- Provide shipment confirmations and tracking information to customers as required
- Help maintain and further qualify sales opportunities
- Work closely with Inside Sales, Account Managers, and System Engineers to determine solutions which best meet client needs
- Cross-train with ISR role and supporting sales quoting where needed
- Continuous improvement of procurement procedures & processes

Required Skills:

- Minimum 5+ years related experience with VAR or related field
- Knowledge of both Government and commercial IT procurement procedures
- Knowledge of NMSO/NESS/DISO/PISA procurement policies and procedures
- Understanding of industry supply chain and manufacture contacts required
- Demonstrates sales aptitude, good listener, and self-motivated
- Strong attention to detail, investigative and committed to quality
- Excellent customer relation skills
- Knowledge of NetSuite is an asset
- Systems literacy and knowledge in MS Office, Excel, Word and Internet
- Self confident with the ability to work well in a fast-paced environment
- Able to work independently as well as on a team