

Purchasing agent

Guruji Foods Inc.

Job ID

39419

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39419>

|                                               |                    |                             |                                                |
|-----------------------------------------------|--------------------|-----------------------------|------------------------------------------------|
| LOCATION                                      | DATE POSTED        | EXPIRY DATE                 |                                                |
| 104-7843 128 St, Surrey, BC  British Columbia | 18-03-2026         | 14-09-2026                  |                                                |
| TYPE OF JOB                                   | SALARY             | MIN. EXPERIENCE             | MIN. EDUCATION                                 |
| Full Time                                     | CAD \$36.60 hourly | 1 year to less than 2 years | Secondary (high) school graduation certificate |

Job Details

Company - Guruji Foods Inc.  
Position - Purchasing agent  
Surrey, BC  
V3V 2C7  
Salary  
\$36.60 hourly / 35 hours per week  
Terms of employment  
Permanent employment  
Full time  
Evening, Morning, Day  
Starts as soon as possible  
vacancies -1

Job Description

Overview-

Languages-  
English

Education-  
Secondary (high) school graduation certificate

Experience-  
1 year to less than 2 years

Responsibilities-

Tasks-  
Purchase general and specialized equipment, materials or business services

Assess requirements of an establishment to develop specifications for equipment, materials and supplies to be purchased  
Develop specifications for equipment, materials and supplies to be purchased  
Negotiate offers from suppliers  
Consult with suppliers  
Hire, train and supervise staff  
Review quotations  
Determine contract terms and conditions  
Award contracts to appropriate parties  
Establish delivery schedules  
Monitor progress of delivery schedules  
Contact clients and suppliers to resolve problems

Experience and specialization-

Computer and technology knowledge-

MS Word

MS Excel

MS PowerPoint

MS Windows

Additional information-

Work conditions and physical capabilities-

Fast-paced environment

Attention to detail

Personal suitability-

Efficient interpersonal skills

Organized

Team player

How to apply-

By email

[info@gurujifoods.com](mailto:info@gurujifoods.com)

By mail

104-7843 128 St

Surrey, BC

V3V 2C7