

Contract, Supply & Fixed Asset Coordinator

Do you enjoy working with vendors, juggling multiple priorities and have a passion for excellence? Do you get personal satisfaction from streamlining processes and striving for continuous improvement? Are you a numbers guru who enjoys working in a fast paced environment? If you said yes, then this is the opportunity for **you!**

Your opportunity:

- Become part of the Finance Team at one of Canada's Top 100 Employers!
- Showcase your superior communication and strong customer service skills
- Maintain a high level of performance under the pressure of time constraints and an ever-changing environment
- Identify potential problems and recommend solutions

As our Contract, Supply & Fixed Asset Coordinator, you will:

- Demonstrate your knowledge of fixed asset accounting
- Prepare, process and maintain vendor contracts and corresponding files
- Prepare monthly/year end reports, including audit schedules relating to fixed assets
- Perform a yearly fixed asset inventory in collaboration with other departments
- Participate in maintaining the web based requisition and purchase order system
- Collaborate with other departments and support their purchasing requirements

You bring:

- Post- secondary education in a relevant discipline with proven related experience
- Solid understanding of the concept of amortization and facets of purchasing
- Experience with legal contracts, concepts and terminology
- Excellent time management, confidence to work independently and well developed problem solving skills
- Dependability, positive attitude, and a genuine commitment to your team

Your new opportunity awaits, come and see what makes us one of Canada's top employers!

[Click here to join our team today](#) Please apply before July 14, 2017.



As an Indigenous employer we encourage First Nations, Inuit and Métis applicants to apply.