

## Purchasing Administrator

**Location:** Bailey Metal Products Limited – Concord, ON

**Department:** Steel Procurement

**Reports to:** Director of Steel Procurement



### About Bailey

The Bailey Group of Companies (BGC) is recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Bailey most recently joined the Saint-Gobain organization. Our people, products, and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

### Why Join Our Team?

- Market competitive remuneration package
- Employer-paid comprehensive benefit package
- RRSP matching program
- Education support program
- On-the-job training
- Employee referral program
- Personal protective equipment allowance

### Position Summary

The Purchasing Administrator is directly responsible for supporting the Procurement Department performing all relevant procurement administrative duties. The incumbent is directed by the Director of Steel Procurement for all duties and responsibilities.

### What you'll do:

- Report and data entry in SAP and Stratix
- Conduct reconciliations in SAP and Stratix
- Assist with expediting material at Mills and Processors
- Enter secondary steel purchases data into Stratix
- Validate all purchase orders against acknowledged Mill orders

### What you'll need:

- Knowledge of SAP and/or Stratix is an asset
- Strong organizational and planning skills
- Attention to detail
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office
- Self-Starter with the ability to work in a fast-paced environment

### Working Conditions:

- Office environment
- Overtime as required
- Some travel required.

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We are an equal-opportunity employer committed to providing and maintaining a fair, equitable, and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



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