



Convoy Supply Construction Materials

Administration Office: 8183 130 Street Surrey, BC, Canada V3W 7X4
Telephone: 604.591.5381 Fax: 604.572.7476 Website: www.convoy-supply.com

Position: Inventory Costing Administrator

Location: Home Office

Full-time

Job Duties

- Matching supplier invoices with Purchase Orders and processing for costing on a timely basis
- Verification of quantities, pricing, special pricing programs (Inventory buys and rebates)
- Adjusting invoices for price and quantity variances
- Freight and duty / brokerage allocation
- Inter-Company stock transfers and allocation of freight cost
- Maintaining of vendor pricing books in order to track price increases, buys and discounts

Qualifications

- Strong Inventory Costing experience (Minimum 3 years experience)
- Knowledge of the Accounts Payable cycle
- Fast and accurate data entry skills
- Ability to work about 4 hours of overtime per week in the peak seasons
- Superior Excel and Lotus Notes skills and high computer proficiency
- Experience working with vendors
- Experience in a multi-branch environment
- Ability to work well in a diverse team
- Excellent attention to detail

We offer a competitive salary and benefits package. If you wish to have a career in a fast paced industry, join our team!

All interested candidates can email their resume to : admin@convoy-supply.com