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| Company: | Whitemud Ironworks Limited |
| Position: | Purchasing Administrative Assistant |
| Location: | Vancouver, BC |

Whitemud Ironworks Limited is the largest open shop commercial fabricator/erector in Western Canada. We are a fully integrated steel fabricator and erector that specializes in structural and miscellaneous steel projects in the commercial sector.

We are recognized as an industry leader. Due to our reputation, we have grown substantially over the past 25+ years with established construction crews and 3 fabrication facilities across BC and Alberta totaling over 100,000 square feet.

What we offer!

- Career growth and development
- Fair wage/salary
- Comprehensive benefits package including medical, dental, disability insurance, life insurance, employee assistance program etc.
- RRSP matching

We are seeking a highly motivated **Purchasing Administrative Assistant** to join our team in Surrey, BC. This position will provide administrative support to our Purchasing, Accounts Payable and Document Control departments, as well as managing other general administrative activities in our Surrey Office.

What you will do:

- Purchasing support: request quotes via phone or email; analyze quotes for best options; issue purchase orders
- Accounts payable support: print invoices and crosscheck with purchase orders and packing lists for approval and discrepancies; submit approved packages for processing
- Document control support: print shop drawings and erection drawings for BC shop and field; perform data entry into Fabtrol for or all locations and follow-up with missing information
- Other administrative/reception duties: greet and assist walk-ins/visitors; arrange couriers for documents; open and sort mail; order office supplies

Who we're looking for:

- At least 1 year experience in an administrative role
- Previous experience in purchasing and/or document control is an asset
- Strong computer skills, especially with Microsoft Office (Outlook, Word and Excel); previous experience with Fabtrol, Adobe and/or Bluebeam is preferred
- Excellent interpersonal and communication skills (verbal and written), and a team player
- Strong attention to detail and works well with numbers
- Ability to learn and adapt quickly to new information
- Ability to work in a fast paced environment and adapt quickly to changing demands
- Self-motivated and works well under minimal supervision

Interested in joining our team?

If this position is of interest to you, please forward your resume (in Word or PDF format) to careers@wiworks.ca. Qualified candidates will be contacted by the Human Resources Department for an initial phone interview. Due to a high volume of applications, we are not accepting phone inquiries at this time.

Whitemud Ironworks Limited is not accepting agency resumes for this position at the moment.

Come and join us on a venture towards continued growth and success!