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Office Worker/Purchasing Agent

Employer: Midway Lumber Mills Limited

Posted: 4 weeks ago

ES Job ID: 4687

Sector(s): Office & Administration

Salary: 22

Closing Date: May 27, 2024

Location: Thessalon

Duration: Full Time , Part Time

Job Description:

Based out of Thessalon, Ontario and working both in and out of our office; the selected individual will be responsible for general duties in the office/as well as yard and will require exceptional interpersonal and communication skills. This job opportunity is available as a full time position but could be modified to a part time position.

Duties and Responsibilities

The position will require the individual to be self-motivated and to have the ability to work as part of a team. Duties will include equipment and parts purchasing as well as retail sales to the public which will include some heavy lifting, driving forklift and other general office duties.

Wage: \$22/hour

We Offer:

- A competitive remuneration package
- An excellent opportunity for growth and advancement
- Health and Dental Benefits
- A company pension plan

Required Skills:

Qualifications and Experience:

Post-secondary or equivalent experience in purchasing/sales or a related industry. A working proficiency in basic computer applications (Microsoft Office) is essential as well as a proven ability to be self-motivated. A knowledge of machinery parts is also an asset. A valid driver's license is also a must.

How to Apply:

Email: to terry@midwaylumbermill.com

Phone: 705-842-3246 ext.225

Fax: Attn: Terry - 705-842-3548

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