



Fine Choice Foods Ltd. specializes in the manufacturing of Asian-themed food such as: spring roll, dumplings, samosas and sauces. For over 33 years, we have been supplying retail and food service providers across Canada and United States. For more information, please visit our website at: www.finechoicefoods.com

Position: Purchaser

Status: Permanent Full-Time

Location: 23011 Fraser Way, Richmond, BC

Reporting to the General Manager, the Purchaser will handle the purchasing and inventory management for day to day operations. Further, the Purchaser will handle administrative tasks which include placing vendor purchase orders, data entry, receiving invoices, and organizing and filing. The Purchaser will work closely with the Production team, Production Supervisors and R&D team. You are a self starter, have strong attention to detail and have a high sense of urgency to deliver on a wide array of priorities.

Primary Responsibilities:

- Manage purchase orders according to production schedule and operational changes
- Evaluate inventory data: internal and 3rd party storage
- Monitor and liaising with supplier on delivery of shipments
- Coordinate the introduction of new materials and vendors within databases
- Ensures alignment between production and purchasing to minimize discrepancies
- Manage positive relationship with suppliers
- Verifies computer records against physical count of stock and adjusts errors
- Investigate inventory discrepancies and submits claims
- Recommend efficient ways to control costs
- Research and evaluate alternate/potential suppliers
- Completes finance, compliance, customer and vendor reporting
- Other duties as assigned

Skills and Specifications:

- 3 to 5 years of experience in a food, beverage, manufacturing environment or similar industry experience
- Good understanding of supply chain procedures
- Computer literacy (e.g. MRP/ERP system, Word, Excel, Outlook, etc.)
- Able to work in a deadline driven, high pressure work environment
- Good organization, multi-tasking, prioritization and time management skills



- Fluent in oral and written English; working proficiency in Cantonese or Mandarin is an asset
- Customer-focus attitude
- Results oriented problem solver.
- Ability to work independently but thrive in a team environment

Fine Choice Foods offers a competitive salary and a comprehensive benefits program (extended health & dental, MSP, and matching RRSP). Interested applicant must apply directly to Human Resources via email to jobs@finechoicefoods.com

Fine Choice Foods is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified woman, men, visible minorities, aboriginal people, and person with disabilities.

We thank all applicants for their application but only those selected for interviews will be contacted by email. No phone calls please!