



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Purchasing Officer

**Job ID** 7D-C6-5D-BA-48-10

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=7D-C6-5D-BA-48-10>

**Company** Hands Fireworks

**Location** Toronto, Ontario

**Date Posted** From: 2022-09-02 To: 2023-03-01

**Job** Type: Fixed-term Category: Wholesale Trades

**Job Start Date** Feb 1, 2023

**Job Salary** \$42/hour

**Languages** English

### Description

Purchase general and specialized equipment, materials or business services

Assess requirements of establishment

Development specifications for equipment, materials and supplies to be purchased

Invite tenders, consult with suppliers, and review quotations

Determine contract terms and conditions

Award contracts or recommend contract awards

Establish delivery schedules, monitor progress of delivery schedule

Contact clients and suppliers to resolve problems

Hire, train, or supervise staff

### Experience

5 years or more

### Education Requirements

Bachelor's degree

### Essential Skills

MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Windows

### Work Environment

Fast-paced environment, work under pressure, tight deadlines, attention to detail

### Other

Personal suitability: Client focus, effective interpersonal skills, excellent oral communication, excellent written communication, organized and team player

### How to Apply

by email: [hands@handsfireworks.com](mailto:hands@handsfireworks.com)