

JOB POSTING DETAILS

Job Title	Office worker+purchasing	Job Type	NA
ES Job ID	3321	Duration	NA
Date Posted	April 13, 2022	Location	Thessalon
		Closing Date	May 31, 2022

Job Overview - Description & Duties

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.

We Offer:

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

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 and other general office duties.

Required Skills

Qualifications and Experience:

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

Other Requirements

NA

How to Apply

Please submit your resume to:

Attn: Terry by Fax: 705-842-3548, Phone: 705-842-3246 ext.225

Email: to terry@midwaylumbermill.com