Jacobson & Greiner

Group of Companies

2404 Park Avenue | Brandon, MB |R7B 0S3
Office: 204-728-2235 | Fax: 204-728-5036
www.jandggroup.ca

Company Legal Name: Jacobson & Greiner Ltd.

Company Operating Name: Jacobson & Greiner Group of Companies - J&G Supply Ltd. / J&G Homes Ltd./Signature Homes Ltd

Business Address: 2404 Park Avenue, Brandon, MB R7B 0S3

Job Title: Construction Purchasing Specialist

NOC: 12102 – Procurement and purchasing agents and officers

Job Duties:

- Purchase construction materials, equipment, and services
- Assess business and project requirements and develop specifications and requirements for materials, equipment, and services to be purchased
- Consult with suppliers and review price quotations
- Determine and negotiate pricing and contract terms for construction materials, equipment, and services
- Coordinate material movement from suppliers to warehouses and construction sites, monitor and coordinate delivery schedules and progress, liaise with clients and suppliers
- Work with logistics providers to ensure timely and cost-effective delivery of materials to sites
- Monitor inventory and identify and remediate gaps
- Monitor and maintain purchasing expenditures within approved budgets
- Develop purchasing plans based on inventory levels and construction schedules
- Prepare reporting on purchasing activities and needs

Number of Positions: 1

Terms of Employment: Full-time, permanent

Wage/Salary: $32.50/hour

Benefits (if applicable):

- Extended medical coverage (e.g. prescription drugs, paramedical services, medical services, equipment)
- Dental
- Vision
- Long-term disability coverage
- Short-term disability coverage

Location of Work: Brandon, Manitoba

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Education Required:

- Bachelor's degree or college-level diploma in business administration, procurement, supply chain management, or similar

Work Experience:

- 6 months to 1 year or more of experience in purchasing, procurement, and/or the construction industry required

Points of Contact:

humanresources@jandggroup.ca

Legal Status to Work Requirement:

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply.** The employer **will not respond to your application.**