



M A N A G E M E N T

NRG Management provides complete mechanical/electrical services for the Industrial, Commercial and Institutional Sectors (ICI), and thanks to our team of highly qualified construction professionals, we are ahead of the curve on quality, timelines and reliability. Our mission is to reduce operational costs of mechanical systems over the lifespan of the system, and the building.

### Employment Opportunity:

#### **Purchaser**

#### Responsibilities:

- Purchasing equipment, materials, and services as required in conjunction with our office software: Jonas Construction. Computer skills required.
- Managing returns and warranties as required for all purchased items, in coordination with project managers and accounting staff.
- Works directly with logistics team in organization of shipping / receiving of equipment and materials.
- Coordinating inventory control and procuring maintenance for: company tools, vehicles and leased equipment.
- No official education is required, however knowledge of the mechanical construction industry and any familiarity with Heating, Air Conditioning, Plumbing, Pipe-fitting, Gas-fitting, Ventilation, Electrical, Controls etc. parts and equipment is an asset.
- Experience in warehousing, logistics, vendor relationships, parts distribution etc. is an asset. Forklift certification is an asset.
- Must enforces/follows company policies on all purchases, returns and rentals.

Email resume [info@nrgmgmt.ca](mailto:info@nrgmgmt.ca)

**Only suitable candidates will be contact for an interview**

Full Time Position M-F 8am-430pm

Competitive salary, comprehensive benefits, company health insurance

#### **HEAD OFFICE**

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