

PURE SUNFARMS™

Purchasing Coordinator

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

Here is where you come in as a **Purchasing Coordinator**. You are a stickler for the details and have an analytical mind that allows you to process information quickly. If the rest of this description resonates with you, reach out to us to chat more about our environment of opportunity and growth in an exciting new industry.

ESSENTIAL FUNCTIONS

- Prepare and issue purchase orders for various departments within the Company;
- Obtain all required documents, including vendor quotations, contracts, and vendor set-up forms;
- Ensure all purchase orders are reviewed, approved, and sent to the vendor;
- Review purchase order requisitions and provide correct account coding;
- Enter and manage purchase orders into the accounting system (Microsoft Dynamics);
- Monitor, investigate and close stale-dated purchase orders;
- Assist in the development and maintenance of purchasing policies and procedures;
- Organize documents submitted by vendors at the time of purchase order submission or delivery of goods;
- Monitor quantities ordered and on-hand of consumable inventory;
- Coordinate and update expected delivery dates;
- Update purchase orders and resolve receiving error issues in database;
- Assist in the 3-way match process between purchase order, receiving confirmation and invoice and investigate discrepancies;
- Resolve supplier issues that arise in relation to delivery dates, quality, specifications, quantity, or cost of purchased goods or services in a timely fashion;
- Maintain accurate pricing and delivery information on all purchased services and materials;

- Liaise between suppliers, manufacturers, relevant internal departments and customers;
- Verify receipt of items by comparing items received to items ordered; resolve shipment errors with suppliers;
- Analyze and evaluate vendors/ suppliers' performance to improve purchasing process.

We are essentially a start-up, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

YOUR BRAND AND STORY

We already know you are driven by the ever-changing needs of project delivery, but we want to know more about your story and experiences. You are good at the following:

- Diploma in Accounting or Finance is preferred;
- 2-3 years experience in a Purchasing or Supply Chain role;
- Solid understanding of inventory ordering and inventory control, including replenishment purchasing duties;
- Proven ability to work with process documentation/improvement;
- Organizing and prioritizing your work to meet deadlines, and can adapt to unexpected priorities;
- Exceptional attention to detail and organizational skills;
- Advanced Microsoft Excel and PowerPoint skills;
- ERP experience an asset, especially with Microsoft Dynamics;
- Able to develop solid working relationships.