



JOB OPPORTUNITY

Order Management Support (OMS) Clerk

DEPARTMENT: Store Services
LOCATION: Baie-D'Urfe
STATUS: Temporary, full-time
POSTED: July 15, 2021

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together – working to develop as a people, leaving none behind.

SUMMARY

Under the supervision of the assistant manager of Purchasing, you will perform all duties associated with the creation of the item master in TECSYS, validating the item and order interfaces, processing all orders from the coops, creating purchase orders for the suppliers and responding to phone calls from the co-ops.

RESPONSIBILITIES

- Support cooperative staff whenever they are operating and respond to pricing, item codes or any other issues that may arise;
- Following the established procedures, take the information provided by the Buyers and enter them into the TECSYS system to create a new item or change an existing one;
- Work with the Distribution Department to ensure the item created has the information required for the warehouse management system;
- Upload the orders created by the coops in Quasar and enter them into the TECSYS system using the established procedures;
- Create and validate sales orders in the TECSYS system based on the uploaded Quasar orders or based on the distribution provided by the "Others" Buyers;
- Generate purchase orders for the suppliers for all items ordered through the Quasar system or prepared by the Buyers;
- Arrange to have all purchase orders signed and faxed to the supplier by the Buyer;
- Communicate with the coops and Store Services Coordinators of any changes, errors or adjustments to their orders immediately;
- Any other related tasks requested by the immediate supervisor or to support the co-ops and other departments.

REQUIREMENTS

- High school diploma or equivalent experience, college diploma (an asset);
- Able to communicate in French and in English, both verbally and written;
- Knowledge of Microsoft Office.

WORK CONDITIONS

- Temporary position (~6 months);
- Willing to work different shifts and on weekends as required.



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Candidates who are interested may submit their resumes to FCNQ.recrutement@fcnq.ca
or by fax to (514) 457-5651 before **August 1, 2021**

We thank all applicants for their interest however, only those under consideration will be contacted.