



**WE'RE HIRING!**

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## Buyer

Lovepac Packaging is an established, dynamic and growing company. We produce custom boxes, foam cushioning, dividers, corrugated pallets, anti-static packaging, custom pallets and cases, Nanuk cases, and thermal packaging. Lovepac's historical and future success is based on our collective commitment to our core values: continuous improvement, a positive and collaborative attitude, respect, excellence and sustainability.

**Lovepac is looking for a Buyer, reporting to the Director of Operations to assume these main responsibilities:**

- Prepare and submit orders and replenishments to suppliers;
- Maintain and strengthen our relationships with suppliers;
- Follow up on inventory and adjust deliveries as needed;
- Ensure excellent customer service by being sensitive to operations and knowledgeable about particular cases (delivery, production, etc.);
- Create client files;
- Respond to billing inquiries;
- Ensure good coordination with the entire team (production, estimation, design, administration);
- Any other related duties.

**The requirements:**

- 1-2 years experience in purchasing (ideally in a technical field);
- Computer tools: Word, Excel, Outlook - good knowledge; One Note, AdvantzWare - an asset;
- Fluency in French and English;

- Autonomy, flexibility, ability to manage multiple files and deadlines simultaneously;
- Negotiation strength, rigor.

**Benefits:**

- Permanent position (Full time);
- A stimulating and relaxed work environment;
- A passionate and dynamic team;
- A comprehensive benefits program;
- An Employee Assistance Program (EAP);
- A group RSP;
- Access to our gym;
- Employee referral bonuses
- 5 days of redeemable sick leave at the end of December, if not used

Employment equity, this employer is committed to the principle of employment equity and applies an equal employment opportunity program for women, aboriginal people, visible minorities, ethnic minorities, and people with disabilities.

Are you interested in this Buyer position and does it match your ambitions and skills? Join our Pac! Apply now by sending us your resume to [hr@lovepac.com](mailto:hr@lovepac.com)

Thank you for your interest in our company! We look forward to meeting you soon!

*Only those selected will be contacted.*

*Please note that the masculine gender is used only to simplify the text.*