



Church Supplies, Religious Books & Gifts
322 Consumers Rd, North York, ON, M2J 1P8
www.bbroughton.com

 @broughtons.rel   @broughtons_rel

Buyer Administrative Assistant

Broughton's Church Supplies, Religious Books & Gifts is looking for a Full Time Buyer Administration in the areas of Church Goods, Clothing and Printed Material. Specializing in all religious needs for church, school and individuals. We are looking for someone who is as passionate as we are about religion, outgoing and can work in a high paced environment.

Main Responsibilities:

- Data Entry - Inventory item numbers, pricing, images and descriptions for effective inventory use by the whole company in house and on-line.
- Data Management - Keeping all inventory up-to-date and current with the inventory control system.
- Develop an efficient and accurate system for monitoring all open purchase orders and sales orders.
- Education on products.
- Other tasks as assigned by Buyer/Manager.

Qualifications:

- Math Skills: Basic math skills will be needed to analyze and obtain the best price possible.
- Decision-Making Skills: You will need to use the information you have gathered to make decisions on behalf of our company.
- Excellent interpersonal and communication abilities.
- Ability to work with people in different departments.
- Computer Skills in Microsoft and data entry system.

We offer:

- Competitive compensation, benefits and incentives.
- Ongoing career growth and development opportunities.
- A dynamic, fast paced and challenging work setting.
- An inclusive and respectful environment.

Job Type: Full Time (Monday - Friday) some rare weekend work as needed. 40 Hours work week.

Salary: Please include with resume and will be discussed during interview.

Job Location: B. Broughton Company - 322 Consumers Rd, North York, ON, M2J1P8

Education: College diploma or University degree in sales or business-related field would be an asset.

Experience: Buying/Retail experience would be an asset.

Please submit your resume with covering letter and salary expectations via email to Broughton's
mb@bbroughton.com

We thank you for your interest in this position, only applicants being considered for an interview will be contacted.