

Materials Coordinator

📍 Homes 31 Ltd. 📍 1253 91 Street SW suite 102Edmonton, AB T6X 1Eg

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Job Overview

📌 **Job Id:-** 25625437 📅 **Posted On:-** 2025, May 22 📅 **Valid Till:-** 2025, Dec 18 📌 **Category:-** Others

Job Detail

Location: 1253 91 Street SW suite 102Edmonton, AB T6X 1Eg

Salary: 36.54 hourly / 30 hours per week

Terms of employment: Permanent employmentFull time

Start Date: Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

Purchase general and specialized equipment, materials or business services

Develop specifications for equipment, materials and supplies to be purchased

Negotiate offers from suppliers

Consult with suppliers

Review quotations

Determine contract terms and conditions

Contact clients and suppliers to resolve problems

Additional information

Work conditions and physical capabilities

Attention to detail

Personal suitability

Client focus

Organized

Team player

Flexibility

How to apply

By email

jobshome31@gmail.com

Sign In

Sign Up

This website is a fantastic way to find out what profession you are good at and earn some money.

