



**PRESSTRAN INDUSTRIES  
JOB DESCRIPTION**

**ID#**

**REPORTS TO: Purchasing Dept Leader**

**POSITION: Purchasing CO-OP STUDENT**

**DEPARTMENT: Purchasing**

---

**POSITION SUMMARY:**

**The Purchasing Intern is responsible for providing purchasing support to the Purchasing Department in order to ensure effective, efficient and accurate purchasing and administrative operations.**

**REQUIRED SKILLS AND EXPERIENCE:**

1. Working towards a degree in Supply Chain, Global Commerce or Business related field and considering working toward a related professional designation.
2. Excellent communication, interpersonal and organizational skills.
3. Computer literacy in related software required I.e. Microsoft Office, (Excel, Word)
4. Previous office experience will be considered an asset.

**DUTIES:**

**Duties:**

1. Prepare documentation for quoting purposes including tracking of quotes.
2. Development of templates for quoting purposes including summary templates using Excel.
3. Follow up with vendors on annual reporting requirements such as profiles.
4. Update / adding of vendors in ERP system.
5. Quarterly surcharge calculations for vendors.
6. Updates of quarterly adjustments in ERP system.
7. Responsible for preparing monthly reports as required.
8. QPF claim processing.
9. Resale claim processing.
10. Entering of purchase orders, tooling addendums, bailments, etc as required
11. Other duties/projects as assigned.
12. Master use of Microsoft Office, ERP system, etc.
13. Approaches each day and each challenge with a positive attitude.
14. Conducts themselves in a professional manner when receiving or giving feedback/information, whether it is positive or constructive.
15. Follows and complies with all operational procedures/policies as stated in the Employee Handbook, Quality and Environmental programs (eg. ISO/AITF-16949, ISO14001).
16. Required to adhere to all Health and Safety programs in accordance with the OHSA. Follows and ensures the Company's procedures regarding safety rules and regulations are followed throughout their assigned area.
17. Takes pride in keeping their work area clean and tidy.

**EQUIPMENT and/or PRODUCT FAMILIARITY:**

**Equipment: Microsoft Windows 10 computer and other general office equipment.**

**Software: Word Processing, Spreadsheets, Database Applications, and CMS.**

**RESPONSIBILITY AND WORKING CONDITIONS:**

**Under the general direction of the Purchasing Department the Intern performs a variety of administrative duties in accordance with standard departmental and ISO/AITF-16949 procedures or general instructions. The incumbent must possess good communication skills, both verbal and written, to exchange and/or collect information from various contacts inside and outside the department. The Co-op Student works in an office environment but may be exposed to some elements such as temperature and noise when passing through the plant area.**

**ACCESSIBILITY AND ACCOMMODATIONS**

Presstran has an accommodation program in place that provides reasonable accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact Human Resources.

INCUMBENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT LEADER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_