



E.B. Horsman & Son

The Electrical Distributor of Choice!

Company: E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, Saskatchewan and one of Canada's Best Managed companies. We take pride in attracting and retaining the best people in the electrical wholesale industry with a strong culture, a competitive compensation package, opportunity for personal and professional development and a chance to make a difference. Plus you share in the profit with our profit share program and every year, you get your birthday off.

What E.B. Horsman & Son can offer you...

- Full benefit package after passing probation with competitive starting wage.
- Exceptional training program where development is an important part of our culture.
- Safe, healthy and fun working environment with onsite and community events.
- At EBH we are proud to offer high team collaboration and permanent full-time employment with profit sharing and your birthday off.

A work day of a Purchasing Assistant at E.B. Horsman looks like:

- **You will be in a supportive role** by assisting the Purchasing team and our multiple branches. In addition, you will be working closely with Buyers, VP of Purchasing and Inventory. With our cross-training you will be able to provide support and relief to your fellow colleagues
- **You will be comfortable with technology** as there will be excel spreadsheets for entries to create, analyze, review and create formulas. We will provide training so that you will be familiar with our internal programs.
- **You will be challenged as a multitasker to be organized** as there will be deadlines and follow up's. Therefore; it is essential to stay on top of these tasks.
- **You will build relationships** in this role as you connect with the branches to provide reports and ensure stock levels are accurate. You will be challenged to give a friendly reminder to branches that may require additional support.
- **You will be updating data** such as pricing, new product, vender, description, expiry dates, maintaining inventory levels, reconciling transaction and MSDS data. You will be a vital part of the team as it strengthens internal process and operational efficiencies.
- **You will be striving for continuous improvement** by continually reviewing our data and making recommendations for process efficiency. Our team will challenge you with out of the norm project to keep things interesting.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

info@ebhorsman.com | 888.HORSMAN | ebhorsman.com



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The successful candidate will possess the following qualification and skills...

- High school diploma and/or equivalent education
- 2+ years of customer service experience
- 1 + years of experience in an office administrative position
- Intermediate computer skills with proficiency in MS Office and the ability to learn new software
- English language proficiency
- Purchasing knowledge is an asset
- Electrical industry experience would also be a strong asset

How to Apply: If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please email HR@ebhorsman.com and/or log onto www.ebhorsman.com/careers.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.



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