



## **READY TO MAKE THE MOST OF YOUR POTENTIAL?**

**We are.**

Prime Restaurants is a leader in the casual dining restaurant industry in Canada and is recognized as one of Canada's 50 Best Managed Companies. Our success can be attributed to great staff, strong management and an environment that fosters personal growth and the opportunity for advancement. We are currently recruiting for another exciting opportunity.

### **Purchasing Coordinator**

As the Purchasing Coordinator, you will assist the Purchasing team in the administration and execution of purchasing programs and initiatives. You will administer the processing of product complaints, provide support with menu development, and be responsible for the coordination of pricing contract administration and the maintenance of the purchasing systems and reports.

You are proficient in Microsoft application and have superior communication and interpersonal skills and have the ability to multi-task and manage multiple priorities. Your post-secondary education related to Purchasing is complemented by a minimum of 1 year administrative support experience. Previous experience in food service or casual dining is preferred.

If you are interested, or know of someone who may be interested in this position, please forward your resume to [careers@primerestaurants.com](mailto:careers@primerestaurants.com).

We thank all applicants in advance, however, only candidates selected for an interview will be contacted. We are committed to employment equity.