



BECOME ONE OF OUR BEST ELEMENTS

Just as air, fire, water and earth are essential to life, a successful employer is essential to a satisfying career. **Air Liquide**, a global leader in gases for industry, health and the environment, is such an employer. We will value your expertise and creativity, and encourage you to become one of the best elements of our success. Join our team and share our pride in a job well done – you'll be in good company.

AGENT, ADMINISTRATION – BRAMALEA, ONTARIO –PERMANENT POSITION

An overview of the mandate

The focus of your role as Agent, Administration will consist primarily in managing supplier files related to raw materials, provisions and services. This will include entering data in order to provide clear, up-to-date information to clients and members of the Regional Centre team, while promoting ALC quality and safety objectives. Specifically, you will:

- be responsible for procurement – from preparing purchase orders in keeping with purchase recommendations or requisitions to purchasing various items
- enter all data required for the delivery slips, memos, counts, deposit slips, etc.
- research and correct data that is rejected
- produce reports upon request
- provide information to the Regional Centre team, such as driver data concerning the number of deliveries, time required, departure time and number of stops
- provide administrative support to staff by making photocopies, searching for missing documents, maintaining office supplies and accessories, and filing documents
- replace the Receptionist, as required
- contribute to continuous improvement by working closely with Distribution Centre team members to resolve problems or find new ways to improve the efficiency of centre activities
- make recommendations and take part in the decision-making process with respect to improving the distribution process
- know and respect all procedures pertaining to the supply chain as indicated in the ALC Quality Manual

Critical competencies for success

- You know how to define and achieve objectives, determine and efficiently allocate required resources, establish and implement work plans, establish priorities, and use efficient methods, systems and work tools.
- You are a skilled problem-solver, able to identify and analyze problem situations in a timely manner, highlight key issues, as well as develop and propose alternative, feasible solutions.
- Known for your strong interpersonal skills, you maintain solid relationships with colleagues.
- Customer-oriented and service-driven, you are attentive to customer needs and requests, respect commitments made, and initiate new ideas to meet expectations.
- A cooperative team player who shares knowledge and experience, you listen to others and consider their needs, ideas and opinions when making decisions.



BECOME ONE OF OUR BEST ELEMENTS

The ideal Agent, Administration profile

- High school diploma
- 1 to 3 years of pertinent training or experience, or an equivalent combination of training and experience
- Knowledge of MS Office
- Oral and written communication skills

Discover the benefits of employment with Air Liquide

The reasons for joining Air Liquide Canada are many. We offer a competitive compensation and benefits package. We value technical expertise as much as managerial experience. We welcome and promote diversity in all its forms. And we offer a wide range of career paths in a wide variety of fields.

Air Liquide Canada adheres to an employment equity program and wants to create a stimulating and open workplace that fosters fairness, respect and diversity.