



Inventory Buyer – full-time

Business Consulting Group-BCG offers various offshore outsourcing services for North American clients across finance, administration, customer support, and supply chain

For the needs of our client, a Canadian-based industrial distribution company specializing in piping process products, we are looking for an experienced **Inventory Buyer** to join their Supply Chain team.

This role focuses on inventory replenishment, purchasing support, inventory analysis, supplier coordination, and maintaining accurate purchasing data within a fast-paced distribution environment.

Key Responsibilities:

- Execute recurring inventory replenishment and purchasing review cycles.
- Analyze inventory trends, forecasts, sales activity, and lead time to support purchasing decisions.
- Prepare purchase requisitions and RFQs while ensuring supplier compliance with specifications and documentation requirements.
- Maintain accurate purchasing records, vendor data, and inventory information within ERP systems.
- Collaborate with sales & operations teams to support inventory priorities and customer demand.
- Utilize Microsoft Excel and ERP systems to analyze and manage inventory and purchasing data.
- Support purchasing activities in a high-volume, deadline-driven environment.

Required Qualifications:

- Experience in inventory management, purchasing, procurement, or supply chain operations.
- Strong analytical, organizational, and problem-solving skills.
- Advanced Microsoft Excel skills and ERP system experience.
- Excellent attention to detail and communication skills.
- Ability to work independently and manage multiple priorities.
- Strong English verbal and written communication skills.



Preferred Qualifications:

- Experience in industrial distribution or related industries.
- Post-secondary education in Supply Chain, Business, or related field.

Benefits:

- Competitive compensation (based on experience and qualifications)
- Fully remote work or on-site work option (BCG office in Skopje)
- Working hours 8 hrs shift between 10:00-22:00
- Private health insurance
- Reporting directly to the Client
- Paid 20 days vacation and statutory holidays (Macedonian and Canadian)

Interested candidates, please e-mail your resume, cover letter and expected net salary expectation to contact@bcgoutsourcing.com with **Inventory Buyer** in the subject line.

Only suitable candidates will be contacted for an interview.