

Job Title:	Buyer	Reports To:	Supply Chain Manager
Travel Required:	Travel <25% of the time	Position Type:	Full-Time Permanent
<p>Primary Role:</p> <p>Serves as a corporate wide resource and is responsible for providing support in all areas related to procurement and sourcing (including logistics), and champion negotiation of preferential rates, and terms and conditions with suppliers.</p> <p>Ability to work closely with sales and marketing teams to ensure proper alignment on forecasting, inventory levels, new product development and foster strong working relationships accordingly.</p> <p>Hybrid work environment is an option.</p>			
<p>Responsibilities:</p> <p>Buying</p> <p>Provide a point of contact for all procurement related questions and inquiries for products within portfolio</p> <p>Manage the buying process to create purchase orders and maintain PO accuracy in relation to final-landed costing</p> <p>Identify cost-saving opportunities w/in the product portfolio including logistics and / or packaging etc.</p> <p>Manage the buying process to fulfil special/unplanned requisition needs and support business development efforts</p> <p>Identify high priority released purchase orders and expedite them to avoid stock-outs</p> <p>Identify low priority released purchase orders and postpone them to reduce inventory costs</p> <p>Work with Accounts Payable to ensure payments are made to suppliers</p> <p>Inventory Management</p> <p>Plan and maintain stocking parameters (e.g. min/max levels, safety stock levels) in relation to dynamic forecast levels</p> <p>Monitor and maintain appropriate inventory levels</p> <p>Follow-up and resolve stock-out issues and deal with any issues on excess or slow-moving inventories</p> <p>Vendor Relationship Management</p> <p>Work closely with vendors to ensure product competitiveness and strive for favorable terms while also ensuring regulatory compliance (e.g. Anti-Slavery Act)</p> <p>Update vendor related information and costs in ERP system</p> <p>Maintain relationships w/ carriers and ensure records are up-do-date and compliant</p> <p>Ensure any non-conformance issues are dealt with and resolved in a timely and efficient manner</p> <p>Additional</p> <p>Create metrics, and maintain reports on procurement and sourcing</p> <p>Gather and analyse data to improve procurement and sourcing performance</p> <p>Meet the operational objectives and set deadlines while complying with the overall corporate goals</p>			

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Minimum Required Education: Possess or working towards SCMP Designation (Supply Chain Management Professional) or equivalent University Degree or College Diploma in Supply Chain Management preferred			
Knowledge, Skills, and Abilities: Strong attention to detail and strong analytical ability with excellent knowledge of MS Excel or Power BI. Prior experience or knowledge with data analytics using AI is considered an asset Good negotiation skills Stakeholder management and communication skills Motivated self-starter with ability to work independently or collaboratively as a team member Excellent knowledge of tactical processes for procuring industrial products or chemicals, outside contracts Prior Experience with IFS Cloud ERP System is considered a strong asset Experience in monitoring forecasts and inventories in ERP Platform, and performing Forward Planning for replenishing inventories Experience in calculating and setting-up stocking parameters (Min, Max, Safety Stock, Cycle Stock) in ERP Platform, Experience in creating POs in ERP Platform, with accurate product cost, freight, customs brokerage and foreign exchange Experience in organizing pick-up of products from 3 rd party locations and tracking domestic and international shipments in 3rd party portals Experience gathering quotations from suppliers, carriers, rail companies and freight forwarders, and developing build-up of delivered cost Ability to prioritize under pressure of competing deadlines Excellent multitasking abilities required			

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Job Competencies: <p>Communication: Communicates well (written and verbal), delivers presentations, has good listening skills</p> <p>Decision Making: Able to reach decisions, takes thoughtful approach when considering options, seeks input from others, makes difficult decisions</p> <p>Initiative: Takes action, seeks new opportunities, strives to see projects to completion</p> <p>Organizational Skills: Information organized and accessible, maintains efficient workspace, manages time well</p> <p>Quality: Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services</p>			
Physical Demands: <p>Comfortable working in an office setting</p>			
Reviewed By:	Kelvin Lui	Date:	May 15, 2025
VP Approval By:	Michael Brillinger	Date:	May 15, 2025
HR Reviewed By:	Lindsey Baird	Date:	May 15, 2025

Email resume to KelvinLui@di-corp.com