



JOB DESCRIPTION: SUPPLY CHAIN SPECIALIST

November 2021

Do you have practical supply chain experience working with international suppliers?

Do you have strong implementation skills and the willingness to accept responsibility?

Are you comfortable working in a fast-paced Environment?

What you will be doing....

Responsible for implementing all the tasks of a Supply Chain Specialist of globally sourced materials from supplier selection to customer delivery.

GENERAL DEFINITION

Cast Steel Products (CSP) is a North American company and leading worldwide supplier to OEM and aftermarket of state of the art and innovatively engineered cast, forged and fabricated wear, abrasion and heat resistant products. www.caststeelproducts.com

CSP is an ISO 9001: 2015 company and has well developed and industry leading RFQ, QMS and NCR systems and extensive reporting and metrics on purchase price analysis, open order status, on spec and on time delivery and productivity.

Summary of duties and responsibilities include:

- Ensure international suppliers' compliance with company Quality Management Systems (QMS) and Non-conformance report (NCR) processes.
- Develop and improve overall supplier data base by finding and selecting new international foundries. Support new product and program development. Input data and maintain list of qualified foundry suppliers.
- Prepare and issue Request for Quotation (RFQ) to approved international bidders. Analyzes bid quotations for responsiveness to (RFQ), evaluating factors such as terms, conditions, price, delivery, quality etc. and negotiate with suppliers the best prices and delivery times to ensure that company quality, price and delivery times are achieved.
- Facilitate engineering changes and other projects to enable savings and/or sourcing flexibility.
- Prepare and issue Purchase Orders (PO's) to international suppliers to ensure that company quality, price and delivery times are achieved.
- Ensure availability of prototypes, samples, and production components requirements for new and repeat orders.
- Maintain and monitor progress of purchase orders including weekly communication with international suppliers to obtain purchase order status updates and take proactive actions to ensure that company quality and delivery requirements are achieved.
- Update daily Production log and Open Order status reports and take proactive actions to ensure that company quality and delivery requirements are achieved.
- Coordinate with international suppliers and overseas Beijing and Shanghai offices to organize items for shipment to meet shipping and receiving schedules required to achieve company delivery requirements.
- Review delivery on time and on spec performance reports and take proactive actions to ensure that company deliveries requirements are achieved.
- Maintain, monitor and address exceptions to weekly inventory and consignment reports.
- Undertake other duties from time to time as directed by supervisor.



EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Proven 3 years' successful experience as a supply chain, purchasing and shipping agent or relevant role dealing with international suppliers (preferably India and China).
- Demonstrable experience in identifying and selecting international suppliers.
- Must have demonstrable experience of successful negotiation of pricing and delivery with international suppliers.
- 3 years minimum practical experience of using electronic communication methods to keep track of purchase orders, delivery times, transport costs and performance evaluation.
- Knowledge of market research, data analysis and purchasing best practices.
- Have a post-secondary degree in a technical/engineering discipline. A 4 year degree or trade experience in metallurgy or mechanical engineering (preferred)
- Must possess excellent verbal and written communication skills in English and French and Chinese (Mandarin).
- Knowledge of metal castings strongly preferred.
- Ability to read and evaluate engineered drawings of mechanical equipment.
- Proficiency in using Microsoft Office Suite applications and contact management software.
- Demonstrate an aptitude for problem-solving; ability to determine solutions for customers.
- Must be results-orientated and able to work independently.

LOCATION: Preferably based in Montreal office but will also consider those who prefer remote working.

REPORT TO: General Manager, Supply Chain and Engineering.