



## **Buyer**

The Buyer position, reporting to the Supply Chain Manager, will be responsible for sourcing, selecting and negotiating with vendors and placing purchase orders for production and MRO requirements. The top priorities in this position will be to provide on time delivery for commodities and monitor vendor performance and support price reductions.

### **Principal Accountabilities**

- Execute Purchase Orders based on MRP and forecasted sales demand to maximize on time delivery (OTD) KPI.
- Establish delivery schedules and expedite orders as needed and monitor progress and contact suppliers to resolve problems.
- Assisting with issues related to invoicing and/or delivery, following up on returns or refunds for non-conforming materials.
- Negotiate contracts, improve prices and terms of business with suppliers and actively seek cost savings and contributing to the SC overall cost savings goals.
- Develop and maintain supplier relationships, acting as an interface between suppliers and internal stakeholders.
- Manage the Kanban system for consumable items to determine purchase requirements.
- Work with engineering to obtain drawings, specifications or to discuss alternative part options.
- Monitor and maintain supplier performance and communicate results.
- Manage all aspects of purchases from requisition to delivery including issuing Purchase Orders, monitoring deliveries and invoices, maintaining spreadsheet data integrity in accordance with Purchasing guidelines and best practices.

### **Qualifications:**

- Post secondary education in Operations, Inventory or Purchasing Management

- Certificate in purchasing from the Purchasing Management Association of Canada considered an asset.
- Must have minimum of 3 years of progressive planning /purchasing experience within the manufacturing industry.
- Enrollment in APICs or PMAC is preferred
- MRP / ERP system experience within a Supply Chain environment including purchasing and inventory.
- Proficient in MS Excel
- Lean Supply Chain experience would be beneficial.
- Ability to work independently, in addition in teams with co-workers to ensure effective planning and purchasing.
- Experience with electronic component purchasing an asset.
- Able to communicate with co-workers, customers and suppliers about operational matters.
- Able to be flexible and adaptable to ever-changing priorities.

## **Interested?**

To apply, please send a resume and cover letter to [Audreyng@notchhr.com](mailto:Audreyng@notchhr.com) by September 30, 2022.