



JOB DESCRIPTION Purchasing Agent Saskatoon

CLASSIFICATION

Status: Salaried, Full Time
Department: Purchasing
Location: Saskatoon

West Coast Reduction Ltd. – Nothing Left Behind*. Using innovative thinking, progressive processes, and modern facilities, WCRL's seven plant locations across Western Canada recycle inedible food by-products to create finished products such as protein meals and oils which are then sold to customers worldwide. Learn more at www.wcrl.com.

Take a look at our About us video for more information <https://vimeo.com/352792382>

We are excited to announce the re-opening of our processing plant in Saskatoon!

With our rendering services restarting, WCRL Saskatoon is looking to hire additional staff to build up our team. We are looking for talented and driven people who take pride in what they do. If this sounds like you, we'd love to hear from you! WCRL offers competitive compensation packages, including extended health benefits and Group RRSP matching after 1 year of continuous full-time employment. Our full re-opening date is planned for Spring 2022 and we will be looking for a number of highly motivated people to join our team from now until then!

Based at our Saskatoon plant location, we are hiring a permanent, full time **Purchasing Agent**. The role is responsible for all purchasing and procurement duties at WCRL Saskatoon and for handling the inventory of part and materials at the Plant. The role is focused on ensuring money is spent wisely to achieve the most value for the company by taking into account the life cycle of capital equipment (including installation, operational costs, maintenance costs, and functional versatility). This role also receives and stores all materials coming in and out of the plant, ensuring that processes are consistent with WCRL policies and procedures. Key focuses of this role include saving the company money through negotiation, sourcing & tendering and working to minimize plant or fleet downtime by ensuring stock is held or delivered to site as needed.

SPECIFIC ACCOUNTABILITIES & RESPONSIBILITIES

- Plan, organize, direct, control and evaluate the purchasing activities of WCRL Saskatoon
- Work with end users to understand their requirements by identifying the needs of WCRL through objective and thorough research, and translating those needs to develop requisitions for equipment, parts and/or services
- Ensure that all relevant inventory and inventory data is managed, utilizing a computerized system
- Process end user locating and delivery services, and ensure that all materials leaving the site are consistent with established policies and procedures
- Review and maintain the accuracy of inventory systems by verifying quantities and checking for shortages and/or overstock
- Create purchase orders and expedite delivery as required
- Support the plant and fleet operations including:
 - a. handling emergencies as they occur including after hours and weekends
 - b. keeping inventory in stock to support daily operational and maintenance activities

- c. managing Major Expenditure Budget items from support of budget preparation to execution and on-going maintenance of projects
- Ensure competitive bids are carried out whenever possible
 - Ensure purchasing approval process is followed
 - Track and report key functional metrics to reduce expenses and improve effectiveness
 - Maintain the data in the purchasing and inventory systems
 - Ensure the inventory is warehoused in an organized and safe manner and cycle counted regularly with investigation of material discrepancies
 - Develop and maintains excellent relationships between the company and suppliers to ensure high quality deliveries of products and services, with competitive pricing, timely delivery and proactive solutions to company needs
 - Issue and maintains tools in stock room in a controlled, clean, and orderly manner
 - Operate forklifts and other hoisting devices in a safe and efficient manner
 - Receive and store parts and materials brought to the plant from outside vendors
 - Adhere to the company Code of Conduct and all West Coast Reduction Ltd. policies
 - Foster a positive team and company culture by ensuring treatment of others is respectful and aligned with company values
 - Perform other duties as assigned by supervisor or manager.

QUALIFICATIONS & FUNCTIONAL REQUIREMENTS

Qualifications

- A bachelor's degree or college diploma in business administration, commerce or economics is an asset
- Possession of a valid Class 5 Driver's Licence with a clean abstract
- Experience in stock room/inventory management and customer service an asset
- 10 years of purchasing and inventory management experience
- Proficiency in English, both written and verbal, with excellent communication skills
- Solid negotiation and networking skills
- Ability to read or interpret diagrams, schematic drawings and manuals to determine work procedures
- Possession of a Supply Chain Management Professional (SCMP) designation or registration in the educational program of the Supply Chain Management Association is an asset

Functional Requirements

- Ability to frequently move, carry, lift, push and pull equipment up to 50 lbs without assistance and occasionally greater with assistance
- Perform repetitive motions including bending, kneeling, crouching, climbing and reaching overhead above the shoulders daily
- Adaptable to adverse conditions including confined space, heights, cold weather, odours and exposure to animal by-products

Interested candidates should submit their applications online at <https://can60.dayforcehcm.com/CandidatePortal/en-US/westcoastreduction/Posting/View/205> by **October 25, 2021**.