

**Buyer – EXCELL BATTERY COMPANY****Excell Battery – Surrey BC Full-time, Permanent**

Excell Battery is an established leader in the design and manufacturing of battery solutions in multiple industries including Industrial Computing, Oil & Gas, Utility Metering, Communication, and Environmental monitoring. The company offers a broad portfolio of high-quality, feature-rich battery solutions that can be customized to suit almost any application and environment offering the highest performance and best value in the industry. With a focus on being the battery solutions partner, Excell builds on over 35 years of experience to develop solutions that solve customers' unique power challenges. We are part of the larger UltraLife Corporation that is traded on the New York Stock Exchange.

We are looking to grow our Procurement team and have an immediate need for a Buyer. Being part of our Procurement Team at Excell Battery, you will be involved with a broad range of category buying that relate to manufacturing battery packs. You will work with wide range of the Excell team, including Engineering, Production and Sales and with our global network of suppliers.

**Summary:**

This position is responsible for timely material procurement to meet planning requirements and maintain inventory levels within approved guidelines.

**Main Responsibilities:**

- Release purchase orders to suppliers based on MRP requirements.
- Update and coordinate with suppliers when planning changes occur to the MRP
- Ensure materials availability by tracking and expediting deliveries.
- Identify and advise material availability issues along with contingency plans.
- Participate in continuous improvement projects as required.
- Analyze and maintain part number information in the MRP Part Master
- Incorporate traffic and customs policies and regulations to reduce cost impact on incoming freight, duties, and brokerage costs.
- Manage Return to Stock (RTS) and invoicing issues.
- Ensure supplier manufactures to current configurations, documentation, and data controls – update MRP accordingly.
- Negotiate favorable pricing and terms with suppliers.

**Qualifications and Experience:**

- Degree in Purchasing, SCMP or Inventory Management
- Minimum 7 years of experience with MRP and purchasing in a Manufacturing environment. Preference given for experience with Syspro ERP
- An equivalent combination of relevant education and experience may be considered.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS office programs including Word, Excel, Outlook, PowerPoint and Teams
- Solid knowledge and experience with inventory management and production systems. (LEAN, Kanban)
- Able to read and understand multi-layer BOM.

- Good knowledge of supplier quality and understanding of sourcing requirements for mission critical components
- Project Management knowledge and skills are desired.
- Familiar with ISO/ Quality procedures for a manufacturing plant
- This position is based in Excell Battery's office in Surrey, BC and Candidate must be eligible to work full-time in Canada.

#### **Behavioral requirements**

- Strong and effective problem solving, negotiation skills and decision-making abilities.
- Detail oriented, well organized, and able to prioritize and manage a variety of tasks.
- Ability to work well independently and as part of a fun strong team.
- Driven with a sense of urgency and willingness to take ownership of projects.
- Effective verbal and good written communication skills.
- Leadership experience would be an asset.
- Require exemplary standards of ethics, integrity, and accountability.

#### **Benefits:**

- Salary based on experience
- Vacation starts at 3 weeks
- Extended Health benefits

Please email resumes to: [dkoop@excellbattery.com](mailto:dkoop@excellbattery.com)