



POSITION DESCRIPTION

Position Title: Purchasing Manager
Reports To: Badar Qureshi, VP Operations
Location: Mississauga **Department:** Supply Chain
Incumbent:

The Mandate:

Reporting to the Vice President Operations, this management position is responsible for leading and developing the strategic direction for the Purchasing department. This role will interface with a broad range of stakeholders at all levels ensuring the delivery of an efficient and cost-effective supply of goods (raw materials & finished goods). As the individual learns about the business and performs at a higher level, the goal is for this individual to grow and look after all of Supply Chain.

Responsibilities:

- Hands-on department leader who is comfortable with getting into the details and closely mentors / coaches Team Members to ensure they are following procedures & succeeding with their daily tasks.
- Evaluate current purchasing processes and implement new Systems/Standards to streamline procurement processes, as well as coach buyers to follow industry's best practices.
- Source and select vendors (local & International) as necessary for all production needs. Monitor their performance relative to on time and on budget completion.
- Develop the company's worldwide procurement strategy, policy and procedures that support the organization's vision using best-practice techniques for purchasing activities, logistics, warehousing and inventory.
- Work collaboratively with Sales, Engineering, Production, R&D, Quality, and all other stakeholders to meet all operational requirements of keeping our factory running and our customers supplied with our products.
- Lead the negotiation of contracts with suppliers (local & International) that ensure all requirements are met and risks are minimized. This will include the development of a negotiation strategy that delivers against business objectives and achieves sustainable relationships with suppliers.
- Lead the development and performance management of the procurement, including key metrics and balanced scorecard to maximize inventory turns while minimizing stock outs and premium freight.
- Negotiate Minimum Order Quantities (MOQs), lead times, optimal logistics methods, and cost per unit with vendors for purchasing, both raw materials as well as for finished goods. Develop buyers on these best practices through regular coaching and mentoring.

- Lead the evaluation of supplier core competencies, competitive pricing position and policies to ensure the best quality, pricing and delivery of products and services.
- Responsible for weekly/monthly report-outs to Sr. Leadership and staff meetings (as required).
- Additional responsibilities as required & performance of other duties assigned by the VP of Operations.

Knowledge / Experience:

- Ideal candidate must have a relevant Bachelors degree or equivalent experience and/or professional purchasing designation or equivalent.
- Ideal candidate is a hands-on leader who is able to get into the details (as required) to understand the problems more closely and develop appropriate countermeasures.
- Minimum 10+ years of Purchasing & Supply Chain experience, ideally in a technology environment and has directly supported a factory operation.
- Minimum 5 years Management experience in Purchasing at a strategic level. Proven ability to train and coach subordinates to build a strong team.
- Proven ability to solve problems and manage local & International vendors.
- A broad business understanding and a high degree of commercial acumen coupled with an in-depth appreciation of the linkages between customers, purchasing, sales/marketing, development and operations.
- Ability to assess risks, plan mitigation measures and execute on these measures.
- Excellent verbal, written and interpersonal communication skills.
- Ideally, an interest in audio because we make some great stuff that you would love to have in your home.
- Bilingual in Mandarin would be considered an asset
- Ability to travel internationally – once or twice per year

Supervision:

4 – Buyers

1 – Logistics Manager

More responsibility & direct reports will be added based on performance and need of the business.

Authority:

- Raw material purchasing for production
- Finished goods purchasing from local & international vendors
- Sourcing & Selecting new vendors for existing & new products

- Negotiating MOQs, Lead-Times, Transportation Methods, etc...

Skills and Attributes

- A hands-on leader who inspires people through communication and action
- Able to build strong relationships cross-functionally
- Strong focus on Process & Standardization
- Holds themselves & their team accountable for delivering to target
- Has ability and desire to learn
- Strong negotiation skills
- History of working with vendors in China (and other surrounding Asian countries)
- Data Driven
- Very customer centric

Please send your resume to **Anna Leone** at aleone@paradigm.com.