

PURPOSE and SCOPE:

Ensure engineering prototype materials are effectively sourced, and delivered to MacDon Industries on time, within quality standards and at a competitive price

RESPONSIBILITIES:

The following are the main job responsibilities and priorities for this position:

- Works with the Engineering department on sourcing prototype parts
- Creates and issues purchase orders based on Engineering requirements
- Monitors past dues and expedites when necessary.
- Collaborates closely with Engineering and the Purchasing team on New Projects and vendor selection
- Helps identify cost reduction opportunities through benchmarking and Vendor / Engineering collaboration
- Works Closely with Purchasing Manager and Supplier Approval Board to ensure partnering with quality suppliers that are capable of meeting MacDon's quality expectations.
- Obtains competitive price quotes
- Assists Accounts Payables in resolving invoice discrepancies
- Other duties as assigned by the Purchasing Manager.

QUALIFICATIONS:**Education and Experience**

- Post-secondary education in supply chain or a related discipline preferred.
- Experience in purchasing in a manufacturing environment.

Skills and Knowledge

- Excellent communication and organizational skills.
- Candidate should be an innovative self-starter and be able to work independently and as part of a multi-skilled team.
- Blueprint reading skills.
- Working knowledge of MRP systems, proficiency with Excel.
- Excellent internal and external stakeholder relationship management skills.
- Candidate should be able to employ critical thinking and problem-solving skills while making decisions based on multiple options and decisively determine the right course of action.
- Excellent communication, organizational and time management skills with the ability to consistently meet deadlines.

**Interested applicants must submit resume and cover letter to
TBeesCook@macdon.com. Removal Date: May 26, 2021**

