

PURPOSE AND SCOPE:

Ensure production materials are delivered to MacDon Industries on time, in the correct quantity, at the right location, within quality standards.

RESPONSIBILITIES:

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

- Diligently actions MRP messages to ensure on-time delivery to production and service parts
- Issues Purchase Orders to suppliers
- Process supplier acknowledgements
- Proactive and diligent communication with suppliers to ensure on time delivery
- Monitors past dues through Late Purchase Order report and expedites when necessary
- Maintains accurate and current delivery date information in JDE for inbound supplier shipments
- Review and navigate various reports
- Actions Engineering Change Notices affecting assigned suppliers (manages cut in dates, issues first article POs, supplier communication, etc.)
- Process reject tags by working with supplier quality and engineering on disposition of non-conformant material
- Manages inventory by minimizing/eliminating obsolescence and surplus inventory
- Develops and maintains excellent vendor partnerships
- Communicates with Procurement Specialists to address price increases or discrepancies
- Assists receiving with delivery issues such as quantity discrepancies and missing paperwork
- Maintains MRP parameters, vendor lead times and BOM offsets
- Work with Suppliers in developing quality and on time delivery of parts
- Other duties as assigned by the Purchasing Manager

QUALIFICATIONS:**Education and Experience**

- Post-secondary education and supply chain training 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 a resume and cover letter to Human Resources or email

tbeescook@macdon.com

