



Buyer

Permanent, full-time

Winnipeg, MB

Overview:

Reporting to the Supervisor, Procurement & Strategic Sourcing, the Buyer acts as an agent of the corporation for the procurement of goods and services and is responsible for purchasing commodities and/or services. The Buyer is responsible for planning, requisition review, supplier selection, order placement, expediting, follow-up, and payment of purchases.

Scope:

- Purchases goods and services by utilizing formal purchasing processes and gathers information regarding availability and pricing for all orders.
- Processes requests for the Employee Purchase Plan (EPP) and In-Home Fitness Equipment (IHFE) Plan, for submission to Payroll.
- Purchases furniture and/or capital equipment requests, once approved by Supervisor, Purchasing within Directive.
- Processes requests for furniture and/or equipment repair that fall within the level of Buyer authority within Directive.
- Processes requests for ergonomic equipment and/or installation once approved by the Workplace Safety Coordinator.
- Processes requests to replenish MPI warehouse stock, once reorder levels are reached.
- Assists Purchasing Agents with purchasing IT hardware and software licensing requests.
- Assists Purchasing Agents as required due to operational requirements.
- Negotiates costs with suppliers to obtain the most economical purchase agreements consistent with quality, quantity, and delivery requirements.
- Assists in the preparation of tender and request for proposal (RFP) documents for vendors.
- Implements and maintains specifications and standards for goods and services.
- Expedites orders to ensure timely delivery of goods and services, advises users of delivery delays, and refers repetitive problems to the Supervisor, Procurement & Strategic Sourcing
- Interviews manufacturers and selling agents regarding new products and services, sources of supply allocation of business, market stability, and other areas pertinent to the procurement function.
- Maintains courteous, ethical, impartial, and objective relations with suppliers.
- Identifies and maintains competent responsive sources of supply in the event the contracted vendors cannot supply or for single source suppliers.

- Resolves post contractual problems such as delinquent deliveries and defaults.
- Recommends amendments and/or terminations of contracts to ensure that corporate and departmental policies and procedures are complied with.
- Ensures that the terms and conditions are adequate and that the goods and services procured fully satisfy the needs of the user departments

Qualifications:

- High school diploma or equivalent and three years of direct purchasing experience.
OR
- Diploma in Business or related discipline and two years of direct purchasing experience.
OR
- Degree in Business or related discipline and one year of direct purchasing experience.
- Actively enrolled in the Supply Chain Management Professional Designation Program (SCMP) (previous equivalent PMAC) is an asset.
- Intermediate organizational, time management, and negotiation skills.
- Intermediate communications skills with the ability to present information effectively, both verbally and written to various audience.
- Experience in Lawson Purchasing System an asset.