



# CAREERS

In the Making

## Procurement Specialist

We are looking for a Procurement Specialist to join our Purchasing Team. This position is part of our succession planning and will be groomed to take over the department in the next few years. Mentorship will encompass all areas of procurement including research, reporting, sourcing, and vendor management.

### Duties:

- Develop the annual strategic sourcing plan, seeking input from business units to ensure alignment with the needs and expectations of the business units.
- Create supplier contracts and negotiate price, lead-time, delivery, etc.
- Establish sourcing group teams and secure the proper quality and quantity of resources for each.
- Lead all formal sourcing teams; develop process for monitoring and facilitating their success.
- Expand the scope of Supplier/Category Management into non-traditional purchase categories and ensure strategic participation of procurement in the entire procurement process.
- Communicate progress to group stakeholders and ensure savings are tracked into budgets and realized.

### Requirements:

- Post-Secondary education in Supply Chain Management, Business and/or Engineering
- Professional certification would be an asset (i.e., SCMP CPP, APICS, CPM, NAPM, etc.)
- Minimum 5 years experience applying research and sourcing skills in a global market.
- Strong technical aptitude
- Demonstrated ability to assess and qualify material and supplier candidates
- Highly effective negotiation skills
- Strong verbal and written communication and presentation skills
- Well-developed project management skills
- Proficient in detailed problem solving
- Ability to adapt and work creatively in a dynamic team environment
- Proficient with general business computer applications
- Knowledge of purchasing theory and practices including purchasing ethics and standards
- Proven experience in supplier sourcing

### Assets:

- Knowledge and experience in Lean manufacturing principles

Only those considered for an interview will be contacted.  
Loewen is an equal opportunity employer.

### Who We Are

Loewen is a manufacturer of high-end quality wood windows and doors designed and built for the premium residential new construction, renovation and restoration segments as well as the distinctive light commercial construction segment throughout Canada, the US and the Caribbean.

[Learn More about Loewen](#)

### Why Work Here

- Opportunity to build your own career path and advance within the company
- 75% of positions are filled internally through promotions each year
- Learning and development opportunities
- Health and dental benefits
- Retirement plan benefits
- Free on-site parking
- Join a culture where safety, people, and your voice matters.
- Participate on various committees related to safety, social club & community events
- Stay physically active while you work - and get paid for it!

To apply please visit the “View Opportunities” on our website [www.loewen.com](http://www.loewen.com) or scan the QR code below.



COURAGE • RESPECT • INTEGRITY  
INNOVATION • STEWARDSHIP • PASSION