



### **Build Your Career with a National Organization Where Your Expertise Makes an Impact:**

**The Bolt Supply House, Soucie Salo, & Source Atlantic** have united to form a national leader in industrial distribution and services. With 600+ employees, 34 branches, and access to over 4,000 global suppliers, we provide specialized technical services, innovative business solutions, and connected solutions through the strategic use of technology and data-driven insights, to empower customers across Canada and beyond. Rooted in resilience, guided by a strong commitment to quality, and fueled by innovation, we are shaping a future of smarter, faster, more connected solutions.

We are currently seeking and have an immediate opening for a qualified and motivated individual to fill the position of **Procurement Manager**. Home location is flexible for **any major metropolitan area in which Source Atlantic / Bolt Supply House / Soucie Salo operates**, however, preference is one of the below:

- Saint John, NB
- Calgary, AB

### **SUMMARY**

The Procurement Manager is responsible for overseeing daily procurement activities to ensure the timely, cost-effective acquisition of goods and services required to support operations. This role provides leadership to a team of 5-6 Buyers, maintains strong supplier relationships, oversees the import portfolio, ensures inventory and purchasing strategies align with business objectives, and drives continuous improvement in procurement processes.

This individual will also work closely with the Director of Procurement to support the strategic transformation of the procurement function into a national model. Success in this role will require strong strategic thinking, proven change management capabilities, and the ability to engage, develop, and lead teams through transformation.

### **RESPONSIBILITIES**

- Manage procurement activities including purchase order creation, replenishment planning, import buying, and inventory optimization.
- Provide day-to-day on-site leadership, coaching, and support to procurement staff; set priorities and ensure timely execution.
- Ensure appropriate stock levels are maintained across locations, balancing service levels, lead times, and carrying costs.
- Own and refine demand forecasting, order points, and replenishment strategies to prevent stock-outs and excess inventory.
- Oversee inventory transfers, returns, and stock rotations in collaboration with operations and warehouse teams.
- Maintain supplier relationships, ensuring reliable supply, competitive pricing, and effective communication across time zones.
- Address supplier non-conformances and oversee corrective action processes (e.g., NCPAR management).
- Support training, onboarding, and development of team members, fostering accountability and ownership.
- Review procurement and inventory performance, including stock-outs, forecasting accuracy, and pricing feedback.
- Identify and implement process improvements, bringing structure to manual processes and improving efficiency.
- Collaborate cross-functionally with operations, sales, finance, accounting, logistics teams, etc.

- Act as a point of escalation for procurement-related issues and own the procurement function for the program.

## QUALIFICATIONS

- 4-8 years of progressive experience in procurement, purchasing, and/or inventory management is required; strong preference will be given to individuals who have worked in the Industrial Distribution market
- Previous supervisory or team lead experience is required
- Bachelor's degree or college diploma in Business, Supply Chain Management, or a related field, or equivalent experience.
- Experience managing an active import portfolio would be an asset
- Highly analytical and confident forecasting skills to support demand planning, budgeting, and procurement decision-making
- Exceptional organizational skills and the ability to be self-disciplined in driving completion of tasks and daily activities.
- Ability to build and maintain productive partnerships across functional teams and stakeholder groups
- Comfortable working in evolving environments with a focus on innovation, adaptability, and continuous learning.
- Proficiency with ERP systems and Microsoft Office (Excel, Word, Outlook).

*In accordance with provincial wage transparency requirements, the expected base compensation for this position is \$90,000-\$110,000 (or more) depending on experience, technical competencies, certifications, and qualifications, with opportunities to participate in our Annual Incentive/Bonus Plan.*

## Unveiling Your Perks:

Secure your place in our dynamic, permanent team, where long-term growth meets everyday impact. Unlock a compelling array of benefits:

- Competitive compensation that recognizes your worth.
- A reliable health, drug, and dental plan that's there for you and your family when you need it.
- An employer-matching retirement savings plan for your financial security.
- Additional life and disability insurance options for peace of mind.
- Confidential access to an Employee Family Assistance Program (EAP) that supports your holistic welfare.
- An enriched vacation entitlement schedule for a balanced life.
- Participate in our physical fitness reimbursement program, championing your vitality.

If interested, please email a copy of your resumes to: [hiring@sourceatlantic.ca](mailto:hiring@sourceatlantic.ca)