

Position Description: Materials/Supply Chain Manager

fluidconcepts is a dynamic, growing design manufacturer of workplace furnishings. Working in a collaborative, fast paced, environment, the selected candidate will be dedicated to managing overall materials with excellence and drive toward operational excellence. Reporting to the Director of Operations, the ideal candidate will have excellent communications skills, the ability to work well in a team and independently and be highly customer-centric.

Objectives:

The ideal candidate will own the management and purchasing functions of the business and responsibilities will include:

- Negotiate contracts, pricing and terms and conditions with suppliers
- Develop and manage relationships with third party services
- Manage supply chain methods to maximize use of inventory
- Responsible for accurate management of inventory, cost balancing and supply chain mapping
- Collaborate with finance, production, engineering and design to ensure assist in special materials requests and information accuracy
- Provide insights and market perspectives to departments to support and enable their businesses
- Assess and source new suppliers in order to best meet cost effectiveness and product quality
- Assist departments in managing inventory to production timelines and sourcing custom products
- Ensure information accuracy and maintenance is managed well in MRP system
- Build and develop tools to assist with weekly procurement processes requirements

Required Skills and Attributes:

- Quantitative and analytical experience - must be comfortable with MS Excel
- Strong communication skills (spoken, written and listening)
- Must be proactive, ambitious, and assertive: you take ownership of your work and think beyond the scope of a given assignment
- On-going recommendations and improvements
- Demonstrate high level of professionalism and punctuality

Education and Experience:

- 5+ years working in a purchasing role in a manufacturing environment
- Experience in office furniture, store fixture or exhibit design an asset
- Diploma/Degree
- Fluency with MRP systems is a plus
- CSCMP designation is preferred

Please apply with resume, via: <https://www.fitzii.com/apply/43470>