



ABOUT US:

Established in 1934 as a small plumbing and heating company, E.S. Fox Limited today is recognized as a pre-eminent Canadian multi-trade Industrial, Commercial, Institutional and Nuclear constructor and fabricator. E.S. Fox Limited works in the industries of oil and gas, petrochemical, mining, pulp and paper, steel, automotive, pharmaceutical, casinos, hotels, hospitals, schools, and themed entertainment.

The company is headquartered in Niagara Falls, Ontario, and maintains full-service regional offices in Hamilton, Toronto, Port Robinson, Oshawa, Tiverton, Kingston, Sudbury, and Thunder Bay.

With a strong commitment to health, safety, and the protection of the environment, E.S. Fox Limited has earned a reputation as a people-first, environmentally conscious, socially responsible constructor.

The **Hamilton, ON** office is looking for an analytical, detail-oriented and professional Purchasing Agent to join our Purchasing team.

SUMMARY OF THE ROLE:

Reporting to the Purchasing Manager, Purchasing Agents are responsible for ensuring timely and effective procurement of, routine and complex in nature, material, equipment, assemblies, tools, and subcontracted services associated with the Construction industry. The Purchasing Agent shall have an advance knowledge of Supply Chain and Purchasing principles with a strong commercial mindset to maintaining a competitive advantage.

KEY CUSTOMERS SERVED:

- Internal stakeholder; Project Management, Construction, Safety, Quality, Engineering, Finance, Estimating.
- Prospective Customers/Owners.

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED:

- Review and understand technical, quality, safety, schedule and commercial (cost, warranty, contractual and legal terms) requirements of each applicable procurement activity (Purchase Requisition).
- Prepare and issue RFQ's to suitable suppliers in accordance with Company guidelines, job requirements, and applicable strategies.
- Review and assess quotes, negotiate best value and terms with suppliers, and generate documentation to justify supplier selection.
- Create, and release Purchase Orders to suppliers in accordance with Company procedures and job requirements.

- Manage and administrate supplier until successful completion of Purchase Order deliverables including schedule and as applicable supplier submitted for acceptance (manufacturing shop-drawings, other) documentation.
- Address with suppliers, any areas of non-conformance, inadequacy, or disputes.
- Support the identification and development of new suppliers, and development of exiting suppliers.
- Perform risk analysis and when necessary support development of mitigation plans.
- Generate polished contractual documents (RFQ, bid analysis, Purchase Order, progress related memorandums) when necessary and for significant expenditures/assignments.
- Support the Purchasing Manager with Company initiatives, and supplier related strategies.
- Travel to and working from the head office in Niagara Falls will be necessary on an as required basis.

PERFORMANCE CRITERIA:

- Ability to multi-task, and perform in a fast paced high-volume environment with strict and tight deadlines.
- Meet or exceed job specific requirements.
- Compliance with Company procedures and guidelines.
- Successful problem solving and dispute resolution skills.
- Effectively communicate with all stakeholders.
- Microsoft office (Word, Excel, Project) proficient.
- Must be eligible for security clearance.

KNOWLEDGE AND EDUCATION REQUIREMENTS:

- Relevant business related diploma, degree or equivalent is an asset.
- Supply Chain Management Professional (SCMP) designation or similar would be an asset.

SPECIFIC EXPERIENCE AND SKILLS:

- Five (5) years of relevant experience is required.
- Procurement experience in the Construction industry / Ontario Construction Act would be an asset.
- Sourcing experience of complex and/or build to design type assemblies, equipment and stringent subcontracted services is an asset.
- Experience in the management and tracking of multiple and complex Purchase Orders from beginning to conclusion is an asset.

PERSONAL ATTRIBUTES:

- Well organized.
- Quality minded and detail-oriented.
- Analytical.
- Self-starter with demonstrated initiative.

- Planning and persistence oriented.
- Strong result orientation.
- Team oriented.
- Excellent communicator (both written and verbal).

E.S. Fox Limited is an equal opportunity employer committed to providing an inclusive workplace. We will accommodate applicants with disabilities throughout the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.

How to Apply:

Please send resume and cover letter to HR@esfox.com.