

Are you an experienced Shipping and Purchasing Manager looking for a new challenge? Can you manage inventory and track it from raw materials to finished goods? Do you have a strong knowledge of the steel market? Whether you've achieved your professional success by taking the academic route or by working your way up within a manufacturing organization we want to hear from you.

At Dieter's we have been manufacturing quality truck accessories since 1976. We are proud to have become one of the most respected names in the truck aftermarket industry by listening to our customers and then delivering a product that not only meets expectations – but exceeds them. Our dedicated team of craftspeople have access to state-of-the-art equipment and use only the best quality stainless steel to design, develop, and manufacture the parts that have built our brand.

We are looking for a forward thinking individual to join our mid-level management team as a Shipping and Purchasing Manager. In this role you will plan, control, direct, and evaluate the Shipping and Purchasing Departments. You will build collaborative relationships with your direct reports, as well as the other management team members as you strive to ensure that the department operates with both effectiveness and efficiency.

**Reporting to the Executive Controller, your responsibilities will include:**

- Plan, direct, control, and evaluate the success of the shipping and purchasing departments.
- Develop and work towards Key Performance Indicators.
- Work with other management team members to achieve departmental and company-wide goals.
- Ensure your direct reports are working effectively, providing or arranging for training and cross training as necessary to avoid disruptions during vacations or other absences.
- Lead the NAFTA/USMCA program making sure the company is in compliance with the appropriate rules and regulations.
- Maintain an understanding of customer shipping requirements and work with other shop floor department managers to ensure products are delivered to our customers on time to avoid charge backs or other penalties, and to ensure we maintain our standing as a preferred supplier.
- Ensure that your direct reports are skidding and packaging parts in a way that makes the most efficient use of packaging materials, meets customer demands, and appropriately protects parts during the shipping process to avoid warranty claims.
- Operate a counterbalance forklift and reach truck as necessary to load and unload drivers.
- Work with the Executive Controller, maintain an accurate inventory of raw components, work in progress, and finished goods.
- Source and review reliable, quality, and competitive suppliers while maintaining effective relationship with our existing suppliers.
- Evaluate and analyze the cost and quality of goods and services.
- Negotiate long term contracts that provide volume discounts, and other incentives.
- Ensure raw materials, parts, and components are purchased within a designated lead time and work to ensure on-time delivery.

- Work with the Quality Manager to ensure that all ISO and IATF standards are met as it relates to your departments.
- Maintain a first aid and CPR certification and participate as a first aider when necessary.
- Work in a way that protects the health and safety of yourself and your coworkers, and ensure that your direct reports are working in the same manner.
- Complete the duties of a Supervisor as defined by the Occupational Health and Safety Act.

**In addition to a strong knowledge of the steel market, your qualifications and experience may include:**

- Post-secondary education in a purchasing, logistics, or supply chain discipline AND/OR sufficient experience to have gained the necessary knowledge to be effective in this role.
- Supply Chain designation (or working towards) is preferred.
- 5 or more years of shipping, purchasing, or supply chain job-related experience in a manufacturing environment.
- 3 or more years' experience in a supervisory or leadership role with direct reports.
- Counterbalance Forklift and Reach Truck certifications (in-house certifications are ok, we will have you re-certified by our training company).
- Experience with PSI or another fully integrated ERP system.
- A high level of proficiency with the Microsoft Office suite - especially Excel.
- Current First Aid and CPR certification preferred.

*Your working environment includes a private office located on the shop floor. As you will be frequently walking through the shop, CSA approved safety shoes and other personal protective equipment is required. You may experience seasonal temperature fluctuations, periodic noisy conditions, and will need to sit and/or stand for long periods of time.*

**Why should you work for us?**

- We are a company that truly cares about the personal success and wellbeing of our employees.
- Competitive salary.
- Company sponsored benefit and employee assistance plan.
- Pension matching plan to help you save for your retirement.
- We are a company that does what we say we will – we're ISO 9001, 14001, and IATF TS16949 certified
- Community giving initiatives
- Fun social activities - once it's safe (we like Oktoberfest!)
- A diverse workforce that spans all generations and backgrounds.

**How to Apply**

If this role sounds interesting, please submit a resume with your salary expectations to [aoneill@dietersaccessories.com](mailto:aoneill@dietersaccessories.com) for consideration as soon as possible.

We are an equal opportunity employer and strongly encourage applications from all candidates no matter their sex, gender identity, race, religion, sexual orientation, disability, or any other protected ground under the Ontario Human Rights Code. Those who require accommodation during the interview process should contact the Human Resources department at 519-884-8555 x 116. We look forward to hearing from you!