

The Ryerson difference:

Ryerson is one of the largest metal distributors in the industry. From its modest start in 1842, the company has grown into a network of warehouses, service centers, and facilities with the capability and inventory to serve any metal need. We offer an extensive product portfolio, state-of-the-art fabrication and processing capabilities, and a network of service centers throughout North America and beyond. Our customers can count on us to get the metals they need, when they need them, at a competitive price.

Your career at Ryerson Canada Inc. will offer meaningful work, competitive rewards and an engaging workplace. We provide extensive training, development and professional advancement, and you will find meaningful opportunities to contribute to the success of the company. Our success has come from providing superior service through highly motivated people. At Ryerson, you will have a job that has IMPACT.

www.ryerson.com

The Opportunity:

We are currently looking for a full time **Buyer** based in Brampton location. Part of the Supply Chain team and reporting to the Materials, Manager, the Buyer will be responsible for procurement and management of inventory to meet availability and days of supply goals, as well as creating and maintaining purchase plans with specific vendors. The incumbent will also manage vendor relationships to stay current on market conditions, lead times and delivery performance of products. He/she must be customer focused and take the lead in establishing and maintaining an internal customer/supplier mentality in meeting service centre material availability requirements. This position is expected to provide a high level of customer service through collaboration and prompt responses to plant personnel to meet their needs.

Responsibilities:

- Sources and negotiates material for customer requirements through mill and non-mill sources.
- Maintains Days of Supply (DOS) target at 75 days.
- Works closely with Product Managers to maintain and optimize inventory levels, particularly "A" items.
- Ensures optimal inventory levels are maintained by reviewing reports, avoiding stock outs, minimizing committed inventory dollars, and maintaining targets on contract items.
- Liaises with Sales Department to ensure purchases are made to meet inventory turn targets and that inventory investments are sound.
- Identifies and expedites late incoming orders and communicates with Receiving Department to confirm timely arrival of shipments. Proactively advises Sales of potentially late arrivals.
- Coordinates with suppliers to ensure that price and terms of delivery are competitive.
- Enters purchase orders, arranges logistics, expedites, and obtains all relevant paperwork (Mill Test Reports, Bill of Lading, etc.)
- Ensures that confirmations are received for all Purchase Orders placed.
- Verifies inventory levels in other Ryerson locations for sourcing opportunities, requests stock transfers accordingly.
- Communicates with Suppliers to help resolve quality issues when required.
- Provides back-up for other Buyers as required.
- Makes a positive, proactive contribution to a safe, professional work environment.
- Works in compliance with all health, safety, and environmental programs as established by legislative requirements and company policies.
- Makes suggestions for continuous improvements and cost savings initiatives.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- All other tasks/projects as assigned by management.

Skills and qualifications:

- Diploma or University degree in Purchasing and Inventory Control or equivalent work experience
- 3 - 5 years of experience in Purchasing and Inventory Control, preferably in the metal distribution industry
- Knowledge of company products, policies, and metals industry
- Strong interpersonal, negotiation, and customer service skills
- Effective strategic, analytical, and problem solving abilities
- Strong computer skills with proficiency in Word, Excel, and Power Point
- Detail oriented and organized, able to prioritize and work well under pressure
- Highly motivated, proactive, and efficient
- Team oriented, yet works well autonomously

We appreciate all applications; however only those candidates selected for an interview will be contacted directly.

Ryerson Canada is an Equal Opportunity Employer. We are committed to representing the diverse communities we serve. That's why we encourage applications from visible minorities, aboriginal people, women, and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates whose background and qualifications match our requirements are invited to forward their resume in confidence to:

Attn: Human Resources
E-mail: canadah@ryerson.com
Fax: **416-622-8602**