

**Position:** Buyer/ Fixed Asset Accountant  
**Pillar:** Procurement  
**Location:** 800 Kipling Ave., Toronto

**Kinectrics Inc.** is Canada's leading provider of innovative science and engineering services to the Electricity Energy Sector. We are a company built on a 100-year history of serving the energy sector with our advanced problem-solving expertise. Employing more than 1000 engineers, scientists, and technologists our employees are recognized worldwide for outstanding technical excellence in the energy sector. Kinectrics is unique in that it has an extensive suite of up-to-date laboratories serving clients in both North America and around the globe.

We are looking for a self-motivated individual for our Procurement team, who is excited about becoming a key contributor within a dynamic team.

Apply today!

### **General Accountabilities**

- Creation, production and issuance of requisitions, and purchase orders
- Creation, and issuance of request for Information (RFI), request for proposal (RFP) request for quotation (RFQ)
- Sourcing, negotiating, and buying of goods, material, and services to meet operational requirements
- Expediting ordering or deliveries of material or services
- Vendor Resolutions – Purchase Order/Invoice corrections (resolve tax, price, or receipt issues)
- Cost-Saving Report to be maintained monthly
- Negotiate cost reductions and efficiencies
- Vendor Updates – Add/Change and Delete Vendors
- Asset Management – Ensure monthly reports are maintained and update monthly and reconciled
- Provide other Buyers with support to issue purchase orders or other related requests
- Provide coverage for purchase order receipting as backup
- Perform duties in a safe/compliant manner with respect to Kinectrics policies and procedures.
- Perform other duties as required.

### **Selection Criteria**

- Completion of a three-year community college program plus additional specialized courses in Purchasing or equivalent
- Can execute purchasing contracts
- Understand principal transportation terms and conditions
- Fluent in cross-border functionalities and processes for export and import
- Expertise in computer applications, such as Microsoft Office Word, Excel, etc.
- Demonstrated knowledge of SAP or relative applications experience in Purchasing, Inventory or Asset Accounting
- Excellent organizational skills and time management
- Ability to work independently on a day-to-day basis
- Proven high level of customer service
- Excellent written and verbal communication skills
- Assertive and can deal with all levels of staff within the organization
- Operates with a high level of ethical values
- Previous experience in a multi-faceted purchasing and/or manufacturing environment
- 6 years related experience or equivalent advanced education

Kinectrics welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Application Instructions**

The application form can be found at:

<https://careers.kinectrics.com/job/Ontario-Procurement-Buyer-Assets-Onta/557970217/>