

**Position:** Buyer (Temp)  
**Business:** 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 Overview**

- Review purchase requisitions and supporting documents and ensure compliance with company policies and procedures.
- Prepare purchase orders from purchase requisitions to procure parts, components, services, chemicals, lab supplies, instruments, services, etc. on a timely and accurate basis.
- Work with the suppliers and internal customers to ensure on-time delivery.
- Conducting commercial evaluations, use of proper Incoterms, payment terms/milestones including clarifications and/or negotiations.
- Work in a cross-functional team environment to achieve continually benchmarking, negotiate with and select those suppliers who can meet or exceed company requirements in terms of best value for price, quality, and delivery.
- Review vendor comments of General terms and conditions and incorporate Special terms and conditions, as required.
- Develop a customer-supplier relationship to ensure all services and deliverables meet the requirements of the requestor/customer.
- Closing of expired purchase orders.
- Generate monthly open order reports and issue to various departments.
- Provide coverage for purchase order receipting as backup.
- Perform duties in a safe/compliant manner with respect to Kinectrics policies and procedures

### **Skills/Experience**

- Completion of Community College plus additional specialized courses in Purchasing or equivalent.
- Certified Supply Chain Management Professional (CSCMP) designation or equivalent.
- Must be able to: multi-task, be flexible, work in a team-oriented atmosphere, and have the ability to interact professionally with internal and external customers.
- Comply with all business supply chain strategies, processes, and procedures.

- Experience in negotiating strategic purchasing contracts with terms favorable to the company requirements.
- Understanding of purchasing law and 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.
- 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.
- A period of up to 6 years is required to gain this experience.

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/Toronto-Buyer-%28Temp%29-Toro/558633817/>