



PCI Inc  
20 Fasken Dr  
Toronto, ON M9W 1K5  
www.gopci.ca

## **Position: Senior Buyer – Purchasing**

### **Job Purpose:**

*The Senior Buyer will hold a pivotal role in ensuring the timely and efficient management of our purchasing process. This individual will be central to the material sourcing and procurement process, as well as the execution of projects, with a specific focus on job-specific materials and inventory control. This person enjoys engaging others, working collaboratively and developing strong working relationships at all levels of the organization.*

### **Duties & Responsibilities:**

- Ensure the planning and purchasing of materials necessary to support the successful execution of our projects.
- Collaborate with the technical team to develop specifications and procure both specialized and general equipment and materials, contributing to the quoting process.
- Identify cost reduction opportunities, send RFQs, evaluate quotations, negotiate discounts and volume pricing, as well as select new vendors, and define and negotiate contract terms and conditions.
- Develop and maintain relationships with existing and potential vendors; Perform analysis of performance following our vendor approval process.
- Review inventory at regular intervals; adapt and optimize purchasing volumes and inventory levels to changing project needs and customer demand patterns.
- Complete purchase orders as per AS9100 requirements and PCI internal processes, ensuring quality requirements are understood and passed to vendors.
- Plan and schedule deliveries, track status of orders and resolve issues as required; evaluate supply risks and address unforeseen disruptions in the supply chain.
- Coordinate with the quality department and vendors to address issues related to defective or unacceptable goods and establish the necessary corrective actions.
- Supervise purchasing and inventory control staff, while also offering support in recruiting and training new team members when required.

Ensure quality and safety standards are met in our day to day working environment

Consistently confirm paperwork is completed as necessary

Follow ISO 9001 and AS 9100 procedures accordingly

Adhere to top notch safety standards and contribute to the supervision of all employees in this regard

### **Desirable Qualifications**

*5 years in purchasing considered advantageous*

*Experience in the Composites manufacturing industry*

*1-2 years of involvement in an ISO 9001 and AS 9100 certified company considered advantageous*

*Bachelor's degree - Business/commerce, general*

*Experience with MRP systems is a requirement*

*Intermediate knowledge of Microsoft Excel and entire Microsoft suite*

*Strong aptitude for working in teams*

### **Working conditions**

Paterson Composites promotes a safe and clean working environment that meets or exceeds standards prescribed by the Ministry of Labour (Ontario) and WSIB standards. Work will be conducted indoors in our manufacturing shop. Personal protective equipment will be necessary when operating on the shop floor



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including safety shoes (CSA Green Triangle) and safety glasses. Respiratory protection, hearing protection, appropriate gloves and work suits will be mandatory as required.

Other conditions include:

Ability to work flexible hours, overtime, and different shifts, on occasion, based on demanding manufacturing schedules.

If you meet the above qualifications and are interested in joining a high-performance team, please submit your resume. We thank all applicants; however, only those selected for an interview will be contacted.

Please note that due to the nature of our business, employment is subject to the Controlled Goods Program - Security Assessment application, including a police criminal record search. PCI accommodations for applicants with disabilities, are available on request during all aspects of the recruitment process.

Language of work: English  
Business address: 20 Fasken Drive, Toronto, Ontario, M9W 1K5  
Terms of employment: Permanent position  
Contact information: (416) 521-9999  
Working hours from 07:00 to 15:30

#### **How to apply**

Online: <https://gopci.bamboohr.com/careers/50>

Here is what you must include in your application: Resume, cover letter, location & Highest Education.

Screening questions:

- Are you legally available for work in Canada? ie. CAD Citizenship, PR, Work Permit
- Please describe your experience in purchasing. What industry and how many years?
- Do you have minimum 1 year experience working for a ISO 9001 and AS 9100 certified company? If yes, name the company.
- What MRP systems do you have experience with?
- Do you have experience in the Composites manufacturing industry?

Compensation: \$36.06 per hour (40hrs/week) - \$75,000 annually.