

Procurement Agent at Sienci Labs

About Us:

We're Sienci Labs. We break the rules around conventional manufacturing by creating new and innovative processes for small-scale mass manufacturing and closing the gap between idea and production. Our work revolves around creating hardware and software solutions designed to simplify and automate manufacturing so that businesses and consumers can more quickly innovate and bring products to market.

Learn more at www.sienci.com

To apply, please provide your resume and cover letter. Applications without these two items will not be considered.

Job Description:

The Procurement Agent at Sienci Labs will be in charge of working with our supply chain and production teams to actively source materials and parts, negotiate terms and pricing, and develop strategies and plans in navigating the ever changing landscape of manufacturing.

Duties and Responsibilities

Qualities that we are looking for:

- Excellent communication skills
- Extreme attention to detail
- Strong mathematics and problem solving skills

Responsibilities include:

- Working with our MRP systems and with engineering and production team members to identify parts and materials that need to be sourced and procured.
- Communicating with suppliers, manufacturers, and vendors
- Keeping track of costs and negotiating pricing and terms
- Projecting and monitoring stock levels

Useful skills/experience:

- Work in manufacturing and production
- Understanding of international trade laws, duties, tariffs, customs, HS Codes, CERS, and other relevant regulatory information
- Experience with coordinating shipping and logistics
- Experience with MRP systems
- Ability to read and understand engineering drawings and specifications

Only applicants of interest will be contacted.

Benefits:

- Casual dress
- Company events
- Dental care
- Discounted or free food
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- Paid time off
- Vision care

Salary: \$60,000 - \$75,000

This is a full-time, permanent, in-person only position based at our Waterloo, ON office.

Not quite the right fit?

We're always looking for talented people to join our team. If your experience is better suited to procurement, purchasing, inventory management, logistics, production planning, or another area of our business, we'd still love to hear from you. Visit our careers page to submit a general application: [Apply Here](#)