

## Purchasing Manager Job Posting

### Description

The **Purchasing Manager** will source and negotiate the best price and quality for **LUMINOR**'s supply needs. As a growing company, recognized with a Deloitte Technology Fast 50 award for Clean Technology in Canada in 2021, our supply chain must grow with us. This role is perfect for someone with sourcing experience in Asia, who enjoys a challenge, and wants to have an impact on the company they work for. The **Purchasing Manager** will establish relationships and serve as a representative of the company when negotiating contracts and building vendor and supplier trust. With two direct reports they will oversee and contribute to all procurement related activities.

### Duties and responsibilities:

- Create sourcing strategies to ensure stability of supply
- Develops supplier base to support business needs via dual sourcing or strategic partnerships, as needed
- Identify and implement process efficiencies working with suppliers to improve supply chain performance
- Plan, organize, direct, control and evaluate daily purchasing activities.
- Develop and monitor forecasts of part level demand and secure components to ensure uninterrupted supply of material to manufacturing
- Develop purchasing policies and procedures
- Interview, hire, oversee training and mentoring of team members
- Evaluate cost and quality of goods or services; develop and execute cost reduction and cost avoidance plans
- Create and generate KPI's for supply base
- Identify vendors of materials, equipment, or supplies
- Negotiate, or oversee the negotiation, of purchase contracts
- Resolve delivery and pricing discrepancies with suppliers
- Resolve payment issues in collaboration with financial team
- Resolve delivery discrepancies with suppliers
- Review and process claims against suppliers

### Experience and Qualifications:

- University education is preferred and/or a PMAC designation
- Minimum of 7-10 years' experience in purchasing or related position in a production environment
- Preference given to experience procuring electronics, water purification products, and stainless steel
- Must have experience working with Asian suppliers
- Bilingualism is an asset
- ERP and MRP systems experience
- Highly driven, with the ability to multi-task and prioritize
- Excellent verbal and written communication skills; able to negotiate, establish, and process contracts
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Accurate and precise attention to detail
- Excellent customer service skills

**Working conditions and Physical Requirements:**

The role requires working in an office environment with a requirement to visit the production and shipping and receiving areas occasionally. In a fast-paced environment. Frequent computer usage and sedentary work tasks. Occasional travel to visit vendors and suppliers.

LUMINOR is an equal opportunity employer. If you require any assistance throughout any part of the recruitment process, please let us know and we will be pleased to accommodate this for you.

Thank you in advance for your application. Only candidates selected for an interview will be contacted.