



PCI Inc  
20 Fasken Dr  
Toronto, ON M9W 1K5  
[www.gopci.ca](http://www.gopci.ca)

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

### **Job Purpose:**

*The Senior Buyer will play a crucial role in overseeing the timely and efficient management of our purchasing and inventory processes. This individual will be instrumental in the material sourcing/procurement process and execution of projects, focusing 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 (Other duties may be assigned):**

- Ensure the planning and purchasing of materials necessary to support the successful execution of our projects.
- Support the quoting process by collaborating with our quoting team to source appropriate materials.
- Identify cost reduction opportunities, send RFQs, review quotations, invite tenders, negotiate discounts, volume pricing, and favorable terms.
- 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.
- Track status of orders and resolve issues as required; evaluate supply risks and address unforeseen disruptions in the supply chain.
- Work with quality department to discuss defective or unacceptable goods and determine disposition or corrective action required.
- Lead improvements in purchasing, inventory and logistics processes.

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

### **Qualifications**

*7+ years in purchasing and inventory management*

*1-2 years in ISO 9001 and AS 9100 certified company*

*Bachelor's degree*

*Experience with MRP systems a requirement*

*Intermediate knowledge of Microsoft Excel and entire Microsoft suite*

*Strong aptitude for working in teams*



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## 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 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

## How to apply

Online: <https://gopci.bamboohr.com/careers/46>

Here is what you must include in your application:

- Are you legally available for work in Canada? ie. CAD Citizenship, PR, Work Permit
- Please describe your experience in purchasing and inventory control. What industry and how many years?
- How many years of experience do you have in purchasing?
- 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 with Composites Manufacturing?

Compensation: \$32.97 to \$36.06 Hourly paid by annually salary (40hrs/week)