



18 Dec 2020

RE: Job Number – 74029

Subject: Job Posting – Buyer

Are you looking for a work environment where you can innovate, reach greater heights and collaborate with experts from a wide range of sectors? You want to join a world class company and industry leader with projects to which you would be proud to contribute? Come share your passion with us!

RESPONSIBILITIES:

Reporting to the Manager, Subcontracts and Strategic Sourcing the Buyer's overall responsibilities is to support CAE Military Aviation Training Inc. (CMAT) and the NATO Flying Training in Canada (NFTC) Program by processing Purchase Requests raised by CMAT personnel, negotiating prices, payment terms, and delivery dates, and expediting the orders to ensure items are received within the required time frame by:

Primary Responsibilities :

- Sourcing goods and services to ensure delivery of material to meet operational requirements;
- Drafting and managing Requests for Proposal, Quotations, etc.
- Ensuring use of purchasing best practices when procuring goods or services;
- Liaising with internal customers as well as suppliers to understand the needs and to ensure products are acquired and received within the time-frame requested;
- Negotiating with suppliers to obtain best value for products being procured;
- Resolving problems with suppliers relating to goods, shipping errors, pricing and invoicing etc.;
- Following up with internal customers and suppliers and find resolution of any parts that are difficult to procure or unavailable and resolve;
- Coordinating with internal departments to review part consumption and collaborate on establishing min/max levels;
- Maintaining accurate records and files of purchases and expediting activities;
- Assisting with identified departmental objectives and initiatives as required;
- Ensuring all materials meet company, customer and government standards for quality;
- Performing duties in accordance with established policies and procedures.

JOB QUALIFICATIONS:

Education

Post-secondary education in related field, or a Supply Chain Management Professional designation, or equivalent.

**Experience**

A minimum of 2 years of procurement or supply chain experience and financial software.

Other required training or skills:

Working knowledge of Microsoft of Microsoft Word and Excel

Working knowledge of SAP, Oracle or similar procurement and financial software.

Excellent negotiation skills.

Excellent communication skills and command of the English language.

A personable, flexible and team-oriented nature.

The ability to adapt in a rapidly changing environment.

Aviation-related procurement experience (not mandatory but considered an asset).

Bilingual (French) (not mandatory but considered an asset).

Candidate must successfully pass a security evaluation per the requirements of the Controlled Goods Directorate of Canada and to CAE being able to obtain all necessary re-transfer authorization in compliance with US ITAR regulations

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