

Vaderstad Industries Inc. Position Profile

Title

Buyer

Reports To

Senior Buyer

Direct Reports

None

Summary

Väderstad is looking for people who share our passion for farming. Our employees are the most important resource we have in achieving our goals. We provide great career opportunities for the right candidates in a rapidly evolving workplace with locations in ag markets across North America. Vaderstad is an equal opportunity employer, that values and respects diversity in its workforce. All employment decisions are made on the basis of qualifications, merit and business needs.

Under the direction of the Senior Buyer, the Buyer will primarily be responsible for both the coordinating, organizing purchasing, documentation and delivery of raw material and products to Vaderstad Industries.

Education/Experience

- Minimum High School Diploma or GED supplemented with business training at the certificate or diploma level
- Minimum of 3 years of experience in a purchasing/materials position
- Equivalent combinations of the above may be considered
- Proficiency with the Microsoft Office suite
- Knowledge of ERP systems
- Knowledge/training in Lean manufacturing an asset
- SCMP designation an asset

Core Competencies

- Excellent communication, organizational and telephone skills
- Ability to work co-operatively with a variety of employees and as a member of a team.
- Ability to work independently as an enthusiastic, dedicated self-starter, and to meet goals in a timely manner
- High level of integrity and work ethic
- Attention to detail

- Professionalism
- Good time management
- Good judgment
- Ownership
- Resourceful

Accountabilities

- Perform daily negative inventory report and distribute issues to the purchasing team
- Monitor and maintain optimum inventory levels per company plan
- Perform the processing, tracking and follow up of purchase orders
- Assist the Senior Buyer with the creation and distribution of forecasts to Suppliers at appropriate intervals
- Maintain accurate, up to date, filing of POs, quotes, reports and other office functions
- Bring forward options for alternative suppliers and products
- Perform stock counts/inventory level checks as required
- Weekly tracking and follow up inbound freight
- Daily follow up on past due purchase orders
- Participate in resolving Purchasing and administrative issues as needed
- Be dedicated to safety measures and best practices
- Ability to work individually as well as part of a team
- Ability to communicate clearly both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to multi-task

Work Conditions

- Primarily a typical office working environment
- Manual dexterity required to use desktop computer and peripherals
- Production/Warehouse exposure is required in small increments of time where exposure to dust, noise, fumes and oils is possible
- Work is performed in environments which require the use of Personal Protective Equipment
- Lifting or moving up to 30lbs may be required
- Low to moderate stress environment as work deadlines are reached

To apply for this position directly, please email your resume to matt.wilkinson@vaderstad.com.

Application closing date is **August 13, 2021**.