



Position Overview

We are looking for a Buyer to source, purchase, and manage the timely delivery of raw materials, components, and supplies required for production operations across Calian divisions. Working closely with suppliers and internal teams, you will ensure the right materials are available at the right time and cost, supporting uninterrupted manufacturing processes and maintaining optimal inventory levels. This role plays a critical part in balancing cost-efficiency, quality, and supply continuity within a fast-paced manufacturing environment.

Responsibilities

Source and procure raw materials, components, and production supplies in alignment with production schedules and demand forecasts.

Negotiate prices, terms, and delivery schedules with suppliers to secure cost-effective and reliable supply contracts.

Issue purchase orders and track their status to ensure timely delivery of materials to support manufacturing operations.

Monitor supplier performance in terms of quality, cost, delivery, and responsiveness and resolve issues as needed.

Collaborate with production, planning, quality, and inventory control teams to ensure material availability and address supply chain disruptions.

Maintain accurate purchasing records and documentation in the ERP or procurement system.

Evaluate and select new suppliers while ensuring compliance with company standards and regulatory requirements.

Analyze material usage, lead times, and inventory levels to optimize purchasing strategies and reduce excess stock or shortages.

Support cost reduction initiatives by identifying alternative sources, negotiating improved pricing, or implementing supply chain efficiencies.

Ensure adherence to health, safety, and environmental regulations when purchasing and handling materials, including hazardous items.

Qualifications

Diploma in Supply Chain Management or SCMP designation.

Up to 5 years of purchasing experience in a manufacturing environment.

Strong negotiation and communication skills, both verbal and written.

Proficiency with ERP systems, preferably SAP, and Microsoft Office Suite, particularly Excel.

Understanding of manufacturing processes, bills of materials (BOM), and material lead times.

Ability to manage multiple priorities and meet tight deadlines in a fast-paced production environment.

Detail-oriented with strong analytical and problem-solving skills.

Working knowledge of procurement regulations, supplier quality standards, and basic contract terms.

Additional Requirements

Ability to work collaboratively with cross-functional teams and external suppliers.

Strong organizational skills with a focus on accuracy and process compliance.

Commitment to supporting operational continuity through effective purchasing and supplier management.

Compensation

\$55,000 to \$72,000

Position Type

We have 1 available position.

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