

Buyer

Corporate, Full-time, Permanent

We are seeking a detail-oriented and strategic **Buyer** to join our procurement team. The Buyer will be responsible for sourcing, negotiating, and purchasing goods and services for the company. This role requires strong analytical skills, supplier relationship management, and the ability to manage multiple purchasing projects while ensuring quality, cost-effectiveness, and timely delivery.

Duties and Responsibilities: (These statements reflect the primary aspects of the position and should not be construed as a detailed description of all work requirements inherent in the position.)

1. Prepare quotations (invitations to bid).
2. Identify, evaluate, and select suppliers based on quality, cost, delivery, and reliability.
3. Negotiate prices, terms, and contracts with vendors and suppliers.
4. Create and process purchase orders in accordance with company policies and procedures.
5. Monitor vendor performance as a guide to awarding future business.
6. Maintain accurate records of purchases, pricing, and other important data.
7. Meet with suppliers and representatives to follow market trends, keep up with new product information and maintain a good business relationship.
8. Source materials and develop bid lists for review by appropriate project personnel (quality assurance and Senior Hardware Engineer).
9. Work closely with internal departments such as production, logistics, and finance to ensure seamless procurement processes.
10. Support costing efforts to support Calian proposal activity.
11. Resolve issues related to delivery delays, product quality, or invoice discrepancies.
12. Stay updated on industry trends and market conditions to identify potential cost savings and supply risks.
13. Other duties as required.

Qualifications:

- High School education or equivalent
- Ability to follow documented procedures
- 2+ years of purchasing experience in a manufacturing environment.
- Strong negotiation and communication skills
- Proficiency in Microsoft Office, and Excel
- SCMP designation (or equivalent) preferred but not required
- SAP experience considered an asset.
- Ability to analyze problems and make data-driven decisions.
- Excellent organizational and time-management abilities.

Why Work for Calian:

WORK ENVIRONMENT.

Calian, Advanced Technologies, 18 Innovation Blvd, Saskatoon, SK, Canada, S7N 3R1

T 306.931.3425 | F 306.933.1486

calian.com/advanced-technologies

- No one-size fits all! We give teams freedom of choice in building an ideal work environment.

IMPACT.

Calian is a publicly traded company that keeps the world moving forward. We inspire confidence in our customers' ability to communicate, innovate, learn, and lead safe and healthy lives. This confidence is achieved through synchronized efforts across our organization to provide our customers with solutions in Advanced Technologies, Health, Learning, and IT & Cyber Solutions. This role is part of our corporate team and will work closely with all internal clients who support these business units.

GROWTH AND INNOVATION.

Calian is a technology company with an aggressive growth agenda based on our ability to solve significant and complex problems for our customers. In this role, you will be a key member of the Calian team to help achieve those growth targets.

We put our people first. We encourage employees to advance their Calian career through professional development and corporate career opportunities.

Calian is an innovative and growing organization—have your ideas heard by pitching to senior leadership through the Calian Idea Contest!

CULTURE.

We lead with trust. We reinforce personal responsibility and accountability.

Calian fosters collaboration through open communication and promotes an environment of learning and professional growth.

We appreciate your hard work! Don't be surprised if there are ad-hoc days off throughout the year and a variety of social events to keep teams connected (for both remote and on-site employees).

DIVERSITY AND INCLUSION.

Calian fosters an environment that allows employees to maximize their potential, by nurturing a culture where everyone is valued for their differences.

TOTAL REWARDS.

- Robust company-paid benefits for you and your family starting on your first day
 - Includes health, dental, vision, employee assistance program (EAP), disability and life insurance for our employees and their dependants. Calian covers the cost of benefit premiums!
- Generous time off package that includes paid sick time, volunteer day, family leave days, and paid shutdown period between December 25 and January 1
- A balanced approach to work and life as we understand the importance of your personal lives.
- Stock purchase plan with additional contribution from Calian.

And according to our CEO... "A freaking awesome team!"

Thank you for your interest in Calian!

To apply :

<https://corporatecareers.calian.com/job/Saskatoon-Buyer-SK/729564947/>