



## **Purchasing Procurement and Planning Manager**

### **Position Overview**

The Purchasing Procurement and Planning Manager is responsible for leading and integrating the procurement and production planning functions to support defence, commercial, and international programs. This role ensures the timely, cost-effective, and compliant acquisition of materials, goods, and services, while also overseeing production planning activities, including the release of production orders to manufacturing.

The position operates within a highly regulated environment and interfaces regularly with project teams, engineering, manufacturing, and quality to ensure alignment with customer, contractual, and regulatory requirements across Canadian, United States, and international markets.

### **Responsibilities**

#### **Team Leadership & Functional Management**

- Lead, mentor, and develop a team of buyers, procurement specialists, and material planners
- Establish clear performance expectations, KPIs/OKRs, and development plans
- Ensure appropriate workload distribution across procurement and planning functions
- Foster a culture of accountability, continuous improvement, and cross-functional collaboration
- Support succession planning and skills development within the team

#### **Procurement Operations (Defence & Commercial)**

- Oversee end-to-end procurement activities including requisitions, RFQs, negotiations, and contract awards
- Ensure procurement activities meet quality, cost, delivery, and compliance objectives
- Review and approve purchase orders and sourcing decisions within delegated authority
- Oversee the management of supplier performance, relationships, and risk mitigation; guiding buyers and procurement personnel in conflict resolution as required
- Manage and oversee the process for flow-down of contractual, technical, regulatory, and quality requirements to suppliers

#### **Production Planning & Order Release**

- Oversee the material planning function including:
  - Material requirements planning (MRP) alignment
  - Scheduling and prioritization of production work



- Release of production/work orders to the manufacturing floor
- Support the team in ensuring material availability aligns with production schedules and project timelines
- Monitor production backlog and work with the team to resolve material or scheduling constraints by providing mentorship and guidance
- Collaborate with internal stakeholders to ensure effectiveness of material planning roles in supporting customer needs

### **Project & Cross-Functional Integration**

- Support and mentor buying and planning leads as the primary procurement/planning interface for project teams
- Collaborate with Project Managers, Engineering, and Operations to:
  - Define procurement strategies
  - Support proposal and program execution activities
  - Align supply chain plans with project milestones
  - Support issue resolution (e.g., supplier delays, cost escalations, technical changes)
  - Participate in program reviews and support team with communicating supply chain status and risk assessments

### **Compliance & Regulatory Requirements**

- Ensure procurement and planning activities comply with:
  - Canadian Controlled Goods Program (CGP)
  - Export/import regulations (e.g., ITAR, EAR where applicable)
  - Contractual flow-downs from Canadian, U.S., and international customers
  - Support trade compliance requirements by ensuring:
    - Proper documentation, classification, and supplier compliance
    - Alignment with export control and licensing requirements
    - Maintain audit-ready procurement and planning documentation

### **Supplier & Market Management**

- Develop and execute sourcing strategies for direct and indirect materials
- Establish long-term supplier partnerships and agreements
  - Monitor market conditions and identify cost-saving opportunities
- Lead or oversee supplier negotiations and contract structuring
- Support supplier qualification and performance evaluation processes



## **Process Improvement & Governance**

- Develop, implement, and continuously improve procurement and planning procedures
- Drive standardization across procurement and production planning processes
- Implement metrics and reporting to track performance (cost, delivery, quality, inventory, time to order, time to quote, etc.)
- Support digital transformation initiatives (e.g., ERP/SAP optimization)
- Ensure alignment with organizational policies and supply chain governance

## **Qualifications**

- Supply Chain Designation or equivalent post-secondary education
- 7–10+ years of progressive experience in procurement and/or supply chain
- Experience in defence, aerospace, or regulated manufacturing environments preferred
- Demonstrated experience managing both procurement and planning functions
- Strong understanding of:
  - Canadian and international supply chain practices
  - Export controls and defence-related compliance frameworks
  - ERP systems (e.g., SAP, MRP planning tools)

## **Compensation**

\$100,000-\$140,000

Vacancy

We have 1 available position

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