

Career Opportunity: Purchaser



Together, We'll Keep the World Moving Forward

Standard Machine was founded in 1967 and acquired by Timken in 2013. Not everyone knows what Timken makes. But you'll recognize what Timken makes possible. We engineer solutions that keep the world moving by offering products and services to keep the world's equipment, machinery, and vehicles in motion. At Standard Machine we design and manufacture high-quality parts for critical industries including pulp and paper, mining, oil and gas, chemical processing plants, steel mills, marine applications, transportation, military, and aerospace.

Reporting to the Materials Manager, the **Purchaser** is responsible for purchasing materials for production and managing purchase orders for the business. This position assists with day-to-day materials management, paperwork, logistics, and customs activities.

Key Responsibilities

Purchasing:

- Manage Requisitions, RFQs, and POs.
- Learn and manage a variety of purchasing methods within the business.
- Negotiate terms and conditions with suppliers.
- Review purchase requisitions, obtain quotes and prepare bid comparisons.
- Expedite outstanding purchase orders to ensure delivery times are met
- Goods in Transit and Inventory WIP reporting
- Manage shortages or delayed deliveries to minimize impact on the organization

Supplier Maintenance:

- Develop and maintain effective working relationships with external suppliers, working with them to resolve pricing issues, shortages, and delivery problems.
- Evaluate supplier metrics (On-Time Delivery, Quality, etc.)
- Contract negotiation
- Document corrective action for suppliers and follow up on improvements in supplier performance.

Logistics:

- Knowledge of Domestic and International Logistics
- Expedite freight with vendors and carriers
- Knowledge of Customs requirements for Importing and Exporting

Team Functions:

- Maintain accuracy of inventory balances
- Work closely with our materials team and perform back-up duties as required

Qualifications

Our ideal candidate has 5+ years of experience and possesses the following education and competencies.

Education

- Bachelor of Commerce, majoring in Supply Chain Management OR
- Diploma in Supply Management Training

Certificate in Purchasing and/or SCMP Designation is considered an asset but is not required.

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Competencies

- Demonstrated attention to detail verified through accurate work with limited mistakes
- Excellent written and verbal communications skills
- Expertise with Microsoft Office suite including advanced Excel capabilities, experience with ERP (Epicor) systems
- Critical thinking to analyze issues with multiple factors and develop solutions
- Work independently, taking responsibility for task completion and deadlines
- Collaborate across work groups, including internal and external stakeholder management

Work that Matters

Working at Timken means working with dozens of industries on projects that have the potential to change the world. Everywhere you look, we're there, improving reliability, raising the bar for efficiency, and driving sustainability. That's been our focus for more than a century. And every day we seek out new opportunities to help our partners reach higher levels of achievement. All our work is held to the highest quality standards, and our facility maintains all the following certifications and affiliations: API, ISO 9001-2015, AGMA, and CWB.

Put your Career in GEAR today!

Working at Standard Machine, a Timken Brand, opens the door for opportunity, benefits, and security.

Compensation

We offer a competitive salary to secure the brightest talent for our organization. We also have a short-term incentive (bonus) plan that pays based on individual and company performance.

Benefits

Our comprehensive benefits package includes health, dental, life insurance, short-term and long-term disability, AD&D, employee assistance program, RRSP/DPSP with company matching, vehicle discount programs, and MORE. We provide all PPE required, including annual reimbursement for steel-toed boots, and bi-annual reimbursement for prescription safety glasses.

Continuing Education

You'll have the chance to gain knowledge and experience in a wide range of industries and applications. Learn more through hands-on experience, core training and a selection of more than 4,400 online courses. In addition, tuition assistance opportunities are available if you want to enhance your education in a field related to your career.

All qualified applicants shall be treated equally according to their individual qualifications, abilities, experiences, and other employment standards. There will be no discrimination due to gender or gender identity, race, religion, color, national origin, ancestry, age, disability, sexual orientation, veteran/military status, or any other basis protected by applicable law.

Applicants must provide proof of all relevant qualifications and be available to participate in a pre-employment testing procedure.

Only candidates who are permanent residents or citizens of Canada, residing in Canada, will be considered for this position.

Visit: <https://careers.timken.com//job-invite/217634/> to apply.