

https://intscanada.com/job/category-buyer/

# ????-Category Buyer

### **Description**

The Category Buyer enforces the category strategy for assigned categories. The Buyer supports all assigned locations for the products and services in scope, solves the need of the business and manages key suppliers.

- Implements and maintains corporate overhead and operational supply agreements.
- · Leverages opportunities to deliver the business unit needs.
- Facilitate ongoing supplier business and strategic alignment, including management of supplier relationships and quality initiatives.
- Ensure that the supply chain is safe, sustainable, and appropriately managed.
- Deliver targeted savings and performance improvement benefits and assume accountability for the cost reduction and performance of the supply chain in assigned categories.
- Prepare and support the placement of subcontract and material supply orders.
- Achieve targets set by the department head.
- Adhere to the Purchasing Department's policies, processes & procedures.
- Work closely with category management colleagues and work with crossfunctional teams to implement agreements across the business.
- · Prepare and present timely and accurate reports.
- Identify ways to reduce costs and improve service.
- Conduct regular category reporting, supplier reviews, forecasting, and budgeting savings and rebates.
- Support category management financial performance strategy and targets.
- Focus on effective communication and relationship building with internal clients and external suppliers.
- Act as the liaison between Operational clients and key suppliers.

Demonstrate business professionalism that is in line with Atlantic's core values. A positive attitude and the ability to build and maintain relationships with customers, suppliers, and team members, with a willingness to problem-solve complex issues finding an effective solution that works for all stakeholders involved.

#### Requirements:

- Some post secondary technical training from an accredited institution or minimum 3 years' of experience in
- Direct buying and sourcing. Experience in redistribution would be an asset.
- · Proven experience negotiating and managing contracts
- Exceptional written and verbal communication/documentation skills
- Knowledge of effective negotiation skills and how to apply them to the

## Hiring organization

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standard business transaction

- · Ability to efficiently multi-task and schedule priorities
- Self-motivated, detail oriented, and the ability to process confidential and/or controlled information
- Experience using Microsoft Excel and an ERP system
- · Effective management of the quality and on time delivery evaluations
- Proven success in sourcing, purchasing and partnering with suppliers
- · Excellent interpersonal, attention to detail and problem solving skills
- Superior organizational skills and planning skills
- · Ability to work autonomously and with little direction
- · Ability to present themselves in a professional manner

Job Types: Full-time, Permanent

#### Competencies:

**Customer Focus** – Personally demonstrates that external and internal customers are a high priority. Identifies customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can adversely affect the customer. Keeps customers informed about the status of pending actions and audits customer satisfaction with products or services.

**Decision Quality** – Gathers enough information to allow a pragmatic assessment of risks and benefits of alternative approaches in any decision. Stays focused on objectives and considers both the short-term and longer-term impact of decisions and keeps objectives in mind throughout the process. Communicates the impact and implications of decisions. Completes the appropriate level of due diligence required to make a guick, accurate decision.

**Drive for Results** – Achieves results within established timelines. Understands and demonstrates that intentions, activities and results are not the same. Pursues everything with energy, drive, and a need to finish; does not give up before finishing, even in the face of resistance or setbacks; consistently challenges self and others for results.

**Leadership** – The expectation of leadership is not reserved solely for only those who are in positions of authority, but from all employees. They demonstrate high integrity and are motivated by wanting to make a real difference to people by delivering a high quality service for their customer and the organization. In positions of authority they: invest in development for the right people and identify and develop future leaders, and coach and provide candid feedback to others. They are visible and they model behaviors, competencies and values expected and inspire others to undertake challenging tasks and projects.

**Teamwork** – Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfill any commitments made to others on the team. Ensures the right stakeholders are informed and involved where

necessary. Is ready to "roll up their sleeves" as necessary.

**Think and Act like an owner** – Thinks and cares about the organization like an owner. Commits to and upholds organizational values, and core behaviors even under difficult circumstances. Demonstrates a strong sense of responsibility and dedication to the success of the organization. Takes appropriate risks, holds self and others accountable for measurable, high-quality, timely, and cost-effective results and openly raises a challenge even if others don't.

Atlantic Packaging is dedicated to fostering an inclusive environment where all colleagues and customers feel valued and supported. We are committed to developing our team to reflect the diversity of our communities in which we live and work and seek applicants with a wide range of abilities. If you require accommodation, please contact HR@atlantic.ca