https://intscanada.com/job/purchasing-agent-4/

□□□□-Purchasing Agent

Hiring organization
INTS Consulting □□□□□□□□□

Date posted
2023□9□13□

Description

Benefits

Pulled from the full job description

- Casual dress
- Company events
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking

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AFTER APPLYING FOR THIS POSITION, INDEED WILL SEND YOU AN ASSESSMENT WHICH YOU MUST COMPLETE IN ORDER TO BE CONSIDERED FOR THIS POSITION

Job Summary

We are seeking an experienced Purchasing Agent to handle our company's procurement activities. The Purchasing Agent is responsible for sourcing, and buying supplies, materials, and services for a multi-site building products manufacturer. Key responsibilities include managing day to day inventory to ensure that the production teams have the product they require to meet customer demand. They will successfully manage vendors, with the goal of increasing inventory turns and sourcing high quality products at the best price, delivered on time and complete.

Summary of essential job functions:

- Evaluate and source existing and new vendors for materials, equipment, supplies and service
- Negotiate terms and pricing for materials, equipment, supplies and services
- Manage entire supply chain cycle from purchase order to receipt
- Develop and manage vendor score cards for performance and reviews
- Maintain and implement the materials plan supporting the master production schedule in accordance with customer demand
- Minimize inventory investment by monitoring, maintaining and reporting appropriate levels of inventory in all phases of the inventory pipeline
- Oversee and coordinate inventory accuracy in conjunction with accounting departments through weekly cycle counting, inventory transaction audits, and physical inventory counts
- Manage intercompany flow of materials between warehouse locations
- Work closely with production and sales departments to ensure proper communication and planning of material supply
- Work with engineering to source materials and equipment for new projects
- Collaborate with internal customers and provide a high level of customer service, including recommending solutions, resources, and alternative supply options
- Develop, implement, and maintain purchasing policies, procedures and work instructions for purchasing and contract management

The ideal candidate is an energetic individual with a proven track record of accountability and results in a manufacturing environment. They are detail oriented with strong analytical skills, have a high proficiency in Excel and a thorough understanding of bills of materials. They work effectively in a team and demonstrate an aptitude for problem solving with strong communication skills both written and verbal.

Requirements and Qualifications

- Post-secondary diploma and/or degree
- SCMP, C.P.P. or CPIM designation is an asset
- Minimum 10 years' working experience in a manufacturing environment
- Experience with ERP systems and MRP tools required
- Experience using Microsoft Dynamics and/or Business Central an asset
- Metals and/or building materials industry experience an asset

Job Types: Full-time, Permanent

Salary: $55,000.00-$70,000.00 per year

Benefits:

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- Life insurance
- On-site parking
- Paid time off
- Vision care

Flexible Language Requirement:

- French not required

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Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay

Work Location: In person