



## **Buyer**

### **Summary of Position**

This position requires strong organizational skills, the ability to work with changing priorities; the ability to establish and build supplier relationships is essential as is a background in a purchasing/production environment.

The candidate is responsible for the purchasing of office and production supplies and raw materials as required.

### **Responsibilities**

- ➔ Responsible for purchasing all supplies for both the office and production/raw materials.
- ➔ Place all required purchase orders with suppliers via phone, fax or email from the Approved Supplier List.
- ➔ Monitor and place orders to maintain the minimum and maximum order quantities.
- ➔ Establish and/or assist in setting minimum and maximum order quantities.
- ➔ Establish and/or assist standard and actual costs at physical year-end.
- ➔ Issue all work orders as required.
- ➔ Prepare purchase order/work order for all part sales as required.
- ➔ Expedite purchase orders as required to ensure deliveries are met.
- ➔ RFQs for parts sales.
- ➔ Purchase non-standard products per Engineering's specifications.
- ➔ Source new products per Engineering specifications.
- ➔ Assist with Year End Physical Inventory.
- ➔ Record and resolve Supplier non-conformance.
- ➔ Raise, review and issue Purchase Orders for manufactured parts and materials.
- ➔ Answer all inquiries from order desk for spare parts delivery.
- ➔ Responsible for customs regulations/impact, free trade certificates, etc.
- ➔ Filing of all purchase orders, shipping files, and various documents.
- ➔ Attend training programs necessary to maintain/upgrade skills.
- ➔ Perform other related duties as required by manager.

## **Working Relationships**

- ➔ Interaction with all levels of the organization.
- ➔ Continuous contact with internal customers and suppliers.

## **Requirements**

- ➔ Post-secondary education in a related course.
- ➔ Obtain first year of PMAC courses or working towards C.P.P. (Certified Professional Purchaser).
- ➔ Minimum two (2) years experience in purchasing.
- ➔ Skillful negotiator.
- ➔ Excellent verbal and written communication, strong organization skills and attention to detail.
- ➔ Computer skills (Word/Excel/MS Project).
- ➔ Strong ability to take initiative/proactive; must be adaptable/flexible.
- ➔ An aptitude for working with numbers and details.
- ➔ Results oriented, reliable, cooperative team player, ability to work well under pressure, balancing and prioritizing competing demands.
- ➔ J.I.T./M.R.P. knowledge would be an asset.

Interested candidates can visit our website at [www.eco-tec.com](http://www.eco-tec.com) and apply on-line. We thank all applicants for their interest; however, only those being considered for an interview will be contacted.