



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.
- ➔ Data entry of all purchase orders into the computer system.
- ➔ 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.
- ➔ Assist with Year End Physical Inventory.
- ➔ Prepare paperwork for return goods.
- ➔ Check acknowledgments against purchase orders.
- ➔ Attend various trade shows as required.
- ➔ Record Supplier non-conformance.
- ➔ 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.
- ➔ Update OMNIS with active materials and labour for jobs.
- ➔ Place order for raw materials – BOM/MRP/ERP
- ➔ Monitor and place orders to maintain the minimum and maximum order quantities.

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.
- ➔ Minimum two (2) years experience in purchasing.
- ➔ Skillful negotiator.
- ➔ Excellent communication, 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 and apply on-line. We thank all applicants for their interest; however, only those being considered for an interview will be contacted.