

CAREER OPPORTUNITY

Materials Buyer

Reference Number 1111

POSITION SUMMARY

This position is responsible for developing and maintaining sources of supply for the procurement of production goods, equipment and services, in the most efficient and timely manner while at all times, maintaining an understanding of the impact of actions and products on our environment.

SPECIFIC RESPONSIBILITIES

Reporting to the Director of Procurement, this position will specifically be responsible for:

- Coordinating the supplier base to ensure lead-time, pricing, quality, and on-time complete delivery aligns with the Company's objectives.
- Communicating the Company's quality and delivery requirements to supplier base; initiating opportunities for improvement with cost and supplier performance.
- Ensuring supplier base understands the Company's functions and the commitment we have to our clients.
- Maintaining a database of suppliers and generating purchase orders and quotes.
- Exercising the most effective use of company funds in the procurement of assigned commodities, equipment, and services, in accordance with Company's standard operating procedures.
- Performing assigned tasks through to completion while utilizing sound purchasing practices during interactions with suppliers.

REQUIRED SKILLS & ABILITIES

The successful candidate should possess the following related skills and abilities:

- Minimum 2 years post secondary education in the field of business or economics OR a minimum of 2 years equivalent industry experience.
- Demonstrated strategic negotiation and problem solving skills.
- The ability to work well within a team environment.
- Previous experience working within an Enterprise Resource Planning system would be an asset.
- Demonstrated abilities in use of MS Office – primarily Excel and Word.
- PMAC Membership would be an asset.
- CPP Designation would be an asset.

Please submit cover letter and resume to JoinUs@pacificinsight.com
by 4:30pm on Wednesday, August 24 2011.