



Buyer - Toronto, ON

The Buyer is responsible for the tactical procurement of commodities, supplies, equipment, and services to be used by the organization. The Buyer coordinates his or her efforts with warehouse and department supervisors in order to maintain the appropriate level of inventory. The Buyer reviews requisitions, confers with vendors to obtain product or service information, such as price, availability, and delivery schedule.

Principal Accountabilities: (The following is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all expectations):

- Responsible for all procurement and purchasing activities on assigned projects.
- Determines method of procurement, such as direct purchase and consolidates Western Canada branch demand to increase buying power
- Prepares purchase orders or bid requests.
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
- Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- May approve invoices for payment.
- Supports engineers and estimators in preparations of estimates by contacting vendors for "budgetary pricing" for equipment and materials.
- Ensures that all contract administration procedures are followed and executed in a professional manner.
- Responsible for assisting and advising Sales Managers with ongoing administration of our contracts with Vendors and for ensuring adherence to established contract and procedures and requirements.
- Typically supports engineering projects, which may or may not include construction management. (procurement)
- Able to communicate with vendors, technical resources, and clientele
- Must be able to work in a schedule-driven environment. Timing is a critical function.

- Coordinates and directs activities of workers engaged in cutting, transporting, and storing, and in maintaining records for manufacturing component(Ty Plant overseer)
- Reviews history/market trend to determine product types and quantities required to meet demand.
- May expedite delivery of goods to users.
- Arranges for transportation and/or storage of purchased products.
- Maintains records of business transactions and product inventories, reporting data to companies or government agencies as necessary.
- Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts and supplies for establishment.
- Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule.
- Other duties assigned by the organization

Knowledge and Skills: (The following minimum requirements are normal guidelines and should not constrain the advancement of otherwise qualified personnel):

- Bachelor degree in business, finance or related field required.
- Minimum 3 years in purchasing required.
- Working experience in the construction supplies industry preferred.
- Work experience in international purchasing preferred.
- Demonstrated knowledge of purchasing policies, processes and procedures.
- Knowledge of local and global markets for the industry.
- Basic mathematical skills with ability to calculate figures and amounts such as discounts, percentages and averages required.
- Administrative skills such as form designing, file management and record keeping required.
- Ability to use standard office equipment efficiently.
- Superior telephone manners and strong interpersonal skills.
- A well-defined sense of diplomacy, including solid negotiation (plant), conflict resolution, and people management skills.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Able to work efficiently as a part of a team as well as independently.
- Strong negotiation skills and understanding of vendor relations including quotation and ordering process.
- Effective written and verbal communication skills as well as presentation skills.
- Excellent time and project management skills.
- Strong problem identification and problem resolution skills. .

- Knowledge of materials, production processes, quality control and costs relevant to lean and efficient production/operations.

How to Apply

If you are interested in applying for this opportunity please visit **Booth 19** at the Hire Canada Job Fair & Training Expo on **Wednesday, December 5, 2018** at the **Mississauga Convention Centre** between 11AM – 3PM.