

Purchaser/Expeditor

Are you ready to dive into the exciting and innovative world of Engineered Wood? Kadant Carmanah Design has a great opportunity within our Production Team for a well-rounded individual as a Purchaser/Expeditor.

Kadant Carmanah is recognized as a global leader of innovation in the design and manufacture of equipment in the Engineered Wood products industry and is the largest supplier of Stranders used in the production of Oriented Strand Board (OSB) and other wood-based composites.

The Role:

As a Purchaser/Expeditor your focus will be to strive for the lowest cost of manufacturing consistent with quality and best delivery to provide the company with a competitive advantage. A key objective is developing reliable delivery streams by working closely with Sales and Production to update any impacts on due dates.

You will play an important role in coordinating the functions of Operations Planning and Production, particularly as it applies to the expediting of purchased parts to meet customer delivery and production requirements. This includes improving systems and tools to increase the efficiency of processing purchase orders.

To be successful in this position, you must be strong in ERP/MRP data systems, self-disciplined, and possess the ability to communicate effectively in a dynamic team environment. External communications and relationships are very important as the Purchaser represents Kadant Carmanah Design Inc. to suppliers and subcontractors.

Responsibilities:

- Administer the purchase of materials, parts, and subcontract work at the lowest possible price consistent with quality, reliability, delivery, and on-going supply, within the established approval procedures.
- Run Epicor ERP suggestions on outstanding purchases, contact vendors as required, and actively inform the Buyers, Production, Stores, Sales etc. of any changes that will impact either shop operations or customer delivery.
- Update Purchase Orders, Schedules, and other electronic documents daily so that information contained in the system is accurate and up to date.
- Track the on-time performance of vendors and prepare monthly summaries of delivery performance.
- Run cost variance reports per supplier price list & prepare monthly summaries of variances with alternative sources of supply to meet KPI targets.
- Based on the information provided, prepare bids, or verbally solicit bids in keeping with established department procedures. A minimum of three competitive bids is usually required, this then must be checked against the estimate.

- Provide input to the estimating, engineering, and operating departments as to preferred suppliers.
- Assist with withholding payments and/or negotiating back charges with suppliers in the event of problems with goods supplied. If this situation occurs, the Operations Manager should be advised.
- Maintenance of effective working relationships with vendors and internal departments is a must.
- Maintenance of good communication with Estimating, Engineering, Production, Sales, Accounting, and the other members of the Materials Group.

Qualifications:

- Minimum of 2 years experience in a buyer/purchaser capacity
- Experience working in a manufacturing environment.
- Experience with MRP/ERP systems
- Education in Purchasing or like fields of study, ex. APICS (CSCP), ISM (CPSM)
- Demonstrated ability to multi-task and prioritize to meet the demands of a fast-paced operations/manufacturing environment.
- Strong communication and teamwork skills
- Strong computer skills, with expertise in Excel and proficiency ERP/MRP software.
- Ability to read drawings an asset.
- Technical knowledge of industrial/mechanical materials and processes a plus
- Familiar with Provincial and Federal tax schedules

Benefits/Opportunities:

- Extended Health, Dental, Disability, Life Insurance & AD&D after 3 months
- RRSP matching after 6 months
- 3 weeks' vacation to start
- Employee Assistance Program
- Safety Equipment allowance: boots, eye protection, ear protection
- Company Events
- Casual dress
- On-site parking

Wage Range/Job Type/Schedule:

- Negotiable based on experience
- FT - Permanent
- Monday-Friday
- Days

To apply for this position, please send a cover letter and resume to hr.carmanah@kadant.com.

We thank you for your interest; however only short-listed applicants will be contacted.