

# Purchaser / Expeditor

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

Located in Surrey, B.C. Canada, Kadant designs and manufactures equipment for the panel and engineered wood products, pulp and paper, and sawmill industries. Providing leading edge technology and equipment to optimize fiber use for production of wood-based panels. Our products include SmartDISC stranders, SmartRING stranders, rotary debarkers, chippers, conveying/feeding equipment, and the repair and manufacture of equipment for the Pulp Mill industry.

Our company is growing and looking for talented, ambitious, and unique individuals to join our team. If you are looking to join a company that offers competitive salaries, bonuses, and benefits with a great work/life balance, we invite you to submit a resume.

## POSITION OVERVIEW:

As a Purchaser/Expeditor team member, you will be responsible for acquiring and negotiating all mechanical related purchases with emphasis on sound business practices to obtain best price, delivery, quality, and terms of payment.

Your focus will be to strive for the lowest cost of manufacturing, consistent with quality and delivery to provide the company with a competitive advantage. A key objective is the development of sub-contracting to enhance our gross sales, manufacturing capabilities, marketing opportunities and to broaden the base of product lines.

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.

On occasion technical matters will be discussed with other departments, including Engineering. Considerable freedom to act is an integral part of your contribution to the overall success of the company's operation.

To be successful in this position, you must be mechanically inclined, 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

## EDUCATION & EXPERIENCE:

1. Minimum of 2 years experience in a buyer/purchaser capacity
2. Experience working in a manufacturing job/shop
3. Experience with MRP/ERP systems
4. Education in Purchasing or like fields of study, ex. APICS (CSCP), ISM (CPSM)

THE IDEAL CANDIDATE WILL POSSESS:

1. Demonstrated ability to multi-task and prioritize in order to meet the demands of a fast-paced operations/manufacturing environment
2. Strong communication and teamwork skills
3. Must possess computer skills, with expertise in Excel and proficiency in MS Office
4. Ability to read drawings an asset
5. Technical knowledge of industrial/mechanical materials and processes a plus
6. Familiar with Provincial and Federal tax schedules

WHAT YOU WILL DO:

1. 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.
2. 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.
3. Update Purchase Orders, Schedules, and other electronic documents on a daily basis so that information contained in the system is accurate and up to date.
4. Track the on-time performance of vendors and prepare monthly summaries of delivery performance.
5. Run cost variance reports per supplier price list & prepare monthly summaries of variances with alternative sources of supply to meet KPI targets.
6. 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.
7. Provide input to the estimating, engineering, and operating departments as to preferred suppliers.
8. 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.
9. Maintenance of effective working relationships with vendors and internal departments is a must.
10. Maintenance of good communication with Estimating, Engineering, Production, Sales, Accounting, and the other members of the Materials Group.

To apply for this position, please send a cover letter and resume to [hr.carmanah@kadant.com](mailto:hr.carmanah@kadant.com)  
We thank you for your interest; however only short-listed applicants will be contacted.

For further information, visit our web site: [www.kadantcarmanah.com](http://www.kadantcarmanah.com)