



## Buyer

### **The Company:**

Richards-Wilcox Canada is the proven leader in the residential and industrial sectional garage door industry. Our commitment is to be the highest quality, most competitive door system manufacturer in the world. We use the latest technology in our manufacturing processes, combined with design ingenuity, resulting in a superior product. With over 100 years of experience, we are a growing organization with a family-oriented, open and collaborative culture and a global perspective.

### **Position Overview:**

Reporting to the Purchasing Manager, the Buyer is responsible for the sourcing, negotiation and buying of goods, materials, and services to ensure that ongoing production needs are met. Understanding the purchasing service function, the individual demonstrates strong analytical, communication and negotiation skills. He/She has the ability to build relationships both with suppliers and internal customers.

### **Key Responsibilities:**

Responsibilities include but are not limited to the following:

- Purchase of goods, materials and services taking into account price, quality and on time delivery to ensure on going production needs are met
- Monitor raw material/supply chain constraints and disruptions along with understanding competitor's and suppliers' strategies to overcome such constrains
- Evaluate areas of opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Develop creative and innovative procurement processes, ideas and strategies to improve operational efficiencies, add value, aid business performance and work towards a strategy of continuous improvement
- Work collaboratively with stakeholders and suppliers regarding new projects, supplies and initiatives
- Ensure adequate inventory levels by monitoring, adjusting and ordering supplies based on consumption
- Deliver briefs, updates and reports as and when required
- Mentor and coach the Junior Buyer to enhance their career and professional development
- Attend meetings and update others on issues or concerns, in particular when there is a risk which could prevent the organization meeting productions demands or where there are over capacity concerns

**Professional Qualifications & Skills:**

- Post secondary education in related major
- CPP designation (or working towards CPP designation) is an asset
- 6+ years of purchasing experience within the manufacturing sector demonstrated increasing level of responsibilities
- MS Office with advanced Excel
- Experience with an ERP, MRP (Experience with JDE is considered an asset).
- Strong analytical and numerically skills with strong proven problem solving abilities
- Commercially and financially aware
- Keen attention to detail and accuracy
- Computer literate, to include advance Excel skills

**Personal Skills:**

- Strong communication and interpersonal skills
- Strong negotiation skills
- Ability to build strong and fruitful relationships with employees and suppliers
- Ability to work effectively in a fast paced environment, multi-task and work with minimal supervision
- Detailed oriented, has a strong sense of priority along with the ability to work independently and as a part of a team.
- Self starter, proactive and results oriented.
- Ability to negotiate with suppliers will be an important aspect of this job

**Accessibility:**

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Richards-Wilcox Canada will provide accommodations throughout the recruitment and/or selection process to applicants with disabilities.

If selected to participate in the recruitment and/or selection process, please inform Richards-Wilcox Canada's Human Resources Manager of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.