

PURCHASING MANAGER

Polycorp Ltd. is the industry leader in the design and manufacture of engineered polymer products for a global customer base in the Transportation, Mining and Protective Linings industries. We are currently seeking to fill a full-time position for Purchasing Manager.

Reporting to the VP of Operations, the successful candidate will be responsible for sourcing goods and services and managing vendors. You will perform strategic procurement activities across multiple categories of spend, develop cost saving initiatives and find more profitable suppliers.

Duties will include:

- Develop, lead and execute purchasing strategies and tactics
- Track and report key functional metrics to implement reduction of expenses and improve effectiveness
- Craft negotiation strategies on highly technical products and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, benchmarking, as well as assess, manage and mitigate risks.
- Oversee that current SDS are provided for all raw materials being used in the plant
- Implement and execute actions to resolve delivery, packaging, identification or quality verification problems that arise
- Maintain supplier files consisting of contract requirements and agreements, and correspondence between Polycorp suppliers
- Review raw material inventories daily and initiate purchase orders to optimize inventory levels.
- Source, negotiate and purchase raw materials to achieve the most economical cost, best value, timely delivery and quality for the dollars expended
- Negotiate contracts with customs brokers, freight companies, coordinate and manage all aspects of export shipments
- Additional duties as assigned

Skills Required:

- Strong negotiating skills with experience dealing with international suppliers and customers
- The ability to make important decisions and cope with the pressure of demanding targets and tight deadlines
- Creative thinker, hands on, technical and result oriented
- Computer literacy. Microsoft Excel, Microsoft Outlook.
- Ability to prioritize activities as required.
- Strong interpersonal, communication, organizational and leadership skills.

Education and Experience:

- Engineering, Materials Management or Business Degree/Diploma with experience in procuring metals
- 5+ years in a management role

Please send full resume to Christine Hoey, HR Manager @ careers@poly-corp.com