



FM 64466

Senior Buyer

Polycorp Ltd. is the industry leader in the design and manufacture of engineered polymer products for a global customer base in the Mining, Rail and Protective Linings industries.

Based in Elora, Ontario, Polycorp offers employees competitive compensation, excellent benefits and a collaborative team environment. The Company is less than a 30 minute drive from Guelph or Kitchener-Waterloo.

Position Summary:

The Senior Buyer manages and coordinates incoming raw materials and MRO (maintenance, repair and operating supply) items, as well as analyzes inventory levels and market trends to ensure Polycorp obtains consistent quality at an economical price. Actively obtain Cost Savings. Work within the Company's goals and objectives of quality, cost and delivery.

Job duties/responsibilities:

- Purchase general and specialized equipment, materials or business services for use or further processing by the Company.
- Assess requirements and develop specifications for equipment, materials and supplies to be purchased.
- Invite tenders, consult with suppliers and review quotations.
- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards.
- Establish delivery schedules, monitor progress and contact clients and suppliers to resolve problems.
- Involved in business unit to resolve quality, commercial or servicing issues with suppliers. SNC Log.
- Ongoing negotiations with suppliers to ensure servicing incentives are identified.
- Identify strategic suppliers and purchasing initiatives as part of our continuous improvement program.
- Outsourcing projects which include breaking down components to establish target costs, processing RFQ's, request for proposals and sourcing new suppliers.
- Be an advocate for safety by ensuring all safety procedures and policies are adhered to as per provincial standards.
- Oversee that current SDS are on hand for all raw materials being used in the plant.
- Maintain supplier files consisting of contract requirements, agreements, and correspondence between Polycorp and the supplier.
- Review raw material inventories daily and initiate purchase orders to optimize inventory levels.
- Develop in depth knowledge of several industries, their capabilities and products to effectively negotiate price and supply.
- Develop and maintain suppliers who will provide the proper quality product at the required time for the most economical price.

POLYCORP LTD.

33 York Street, Elora, Ontario, Canada N0B 1S0 Toll Free: 1-800-265-2710 Tel: (519) 846-2075 Fax: (519) 846-2372

www.poly-corp.com



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- Maintain database for suppliers in MRP system.
- Assist in resolution of supplier corrective action request with QA department.

Job Type: Full-time, Permanent

Benefits:

- Casual dress
- Company events
- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Tuition reimbursement
- Vision care

Schedule:

- Monday to Friday

Experience and Education:

- Purchasing: 3 years (preferred)
- Post-Secondary Education in Business or related discipline (preferred)

Qualified applicants should submit their resume and cover letter to: Human Resources careers@poly-corp.com with **Senior Buyer** in the subject headline.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Polycorp will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

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