



FM 64466

## Buyer Job Posting

The 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 works to drive significant cost reductions from existing Suppliers and new Suppliers. Works within the company's goals and objectives of quality, cost and delivery.

### Duties and Responsibilities:

- Purchase general and specialized equipment, materials or business services for use or for 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.
- Oversee that current SDS are on hand for all raw materials being used in the plant
- Maintain supplier files consisting of contract requirements and agreements, and correspondence between Polycorp and the supplier
- Review raw material inventories daily and initiate purchase orders to optimize inventory levels and maintain them at levels within budget for all categories across the Purchasing portfolio.
- 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
- Provide daily, weekly and monthly reports on behalf of the Purchasing Group to the Director of Supply Chain as it pertains to all Purchasing, Sourcing and Cost savings activity
- Maintain database for suppliers in MRP system

Job Types: 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

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**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](http://www.poly-corp.com)



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Schedule:

- Monday to Friday

Education & Experience:

- Supply Chain Diploma/Degree
- Purchasing: 3-5 years in a senior role (preferred)
- Experience procuring metal/rubber and resin would be preferable.

Please send cover letter and resumes to:

[careers@poly-corp.com](mailto:careers@poly-corp.com)

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