

BizLink elocab Ltd. is a cable and harnessing manufacturing firm with branches throughout the world. As a global supplier of wires, optical fibers, cables and cable systems, we have been keeping pace with the developments of the last few decades as our world has become more densely networked. This has made us a sought-after partner and development supplier to leading international industrial companies. BizLink elocab Ltd. ("**BizLink Canada**"), is located in Kitchener, Ontario, Canada, and provides custom designed cable solutions for the Industrial and Healthcare markets.

We seek a dedicated **Supply Chain Team Lead** to join our team.

Key Responsibilities

- Prepare purchase orders and/or bid requests.
- Data entry of purchase orders for appropriate authorization.
- Plan and order materials to maintain appropriate inventory levels and ensure production needs are met.
- Research and develop new/existing sources/vendors.
- Expedite delivery of goods, as needed.
- Maintain computerized procurement records (such as, but not limited to, items or services purchased, quotes delivery, product quality or performance and inventories).
- Liaison between outside vendors/users and internal departments, when required.
- Discuss defective or non-conforming goods or services with quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Post/enter purchase order invoices, approval of others.
- Summarize and track vendor compliance for quality and delivery performance.
- Involvement in special projects, as needed.
- Coordination and scheduling of Final Product testing and packaging.
- Negotiation and contract analysis for the new and current contracts ensuring price and quality requirements are met.

Qualifications

- Post secondary degree or Purchasing Management Certificate or equivalent experience in purchasing.
- Minimum of 5 years' experience in a purchasing role within a manufacturing environment.
- Must have supervisory experience.
- Knowledge of computerized ERP systems.
- Knowledge of inventory processes.
- Proficient in all MS Office software.
- Familiar with ISO Standards and Requirements.
- Good interpersonal and communication skills.
- Strong problem-solving skills.
- Positive team player.
- Effective time management skills.
- Ability to multitask simultaneously with frequent interruptions with attention to time sensitive deadlines.
- Fluency in English.
- Ability to mediate and resolve conflict.

Please email your resume to toni_grier@bizlinktech.com

We offer a dynamic and challenging work environment with opportunities for growth and a complete salary and benefits package.

BizLink elocab Ltd. is a diverse and equal opportunity employer.

We thank you for expressing an interest in our company. Only those candidates selected for an interview will be contacted.

Please advise us if you require workplace accommodation.