

POSITION TITLE: Senior Buyer (Graders)
LOCATION: Collingwood, ON

MacLean Engineering is looking for a skilled and experienced **Senior Buyer** to join our growing team in **Collingwood, ON**. If you are looking to be challenged, valued, and rewarded with a competitive compensation package in a dynamic work environment, this position is for you!

About the Position: This position is responsible for leading the buying function as it relates to a new project. Ensuring company Purchasing activities support Engineering, Production, and other company activities in a timely and cost-effective manner through the establishment and evaluation of preferred Suppliers and quality products. This position requires the following proficiencies:

- Purchase and expedite standard and non-standard inventory and non-inventory products.
- Source, select and maintain effective relationships with competent and dependable Suppliers and Subcontractors.
- Work with Production Planners and other Buyers to ensure that all components and services are pre-scheduled with Suppliers, and expedite purchased parts or products, as required, to maintain our production schedules.
- Maintain a close liaison with Engineering in order to ensure proper focus on technical expertise, material, design and product rationalizations leading to cost reduction opportunities.
- Develop and implement strategic purchase agreements to ensure cost, quality, delivery, and performance of products and to mitigate any potential risks to MacLean.
- Ensure that purchase orders are clearly indicative of specified requirements and that the Supplier's will meet said requirements at the most competitive cost, quality and delivery.
- Conduct monthly audits of approved Suppliers to ensure that they meet or exceed our expected performance indicators for quality, delivery, and cost. Phase out those that don't.
- Execute efficient and timely expediting and follow-up routines on identified shortage lists, overdue requirements, moved-in schedule for Suppliers and Subcontracts, and internal manufactured service components.
- Maintain accurate and current approved Supplier files and documentation as pertinent to the overall performance of the Buyer position, and the in-house work instructions.
- Administer the tender process, through the creation of RFQ's and RFP's.
- Promote a professional company image through courteous and efficient dealing with Suppliers and Subcontractors.
- Process all invoices, invoice discrepancies, purchase price variances, and receiving discrepancies in an expeditious and efficient manner.
- Prepare the required documentation for any items deemed as non-conforming, or quality rejected items, products or parts, that must be returned to a Supplier or Subcontractor.
- Actively liaise with the Director of Manufacturing Engineering to ensure all Supplier quality Issues are resolved.
- Attend company sponsored, or Supplier related training seminars, as required, to improve product knowledge and/or job skills.

About You: *The successful candidate(s) must be willing to learn, be open-minded and flexible, organized and detail oriented, team oriented, disciplined, and must have a positive attitude, along with the following qualifications:*

- Diploma or Degree in Business Administration, Materials Management or a related discipline is required.
- Enrolment in or the attainment of a CSCMP (Certified Supply Chain Management Professional) designation from NISCL is preferred
- 10+ years purchasing experience, preferably in a heavy equipment related industry.
- Strategic contract negotiation experience
- 10+ years' experience with MRP/ERP system
- Experience in supply chain risk mitigation management
- Global sourcing and logistics (familiarity with international trade regulations)
- Specific product experience in sourcing parts for the manufacturing of heavy equipment
- 5+ years' experience with managing projects for new product development and introduction.

About Us: MacLean Engineering has been a leading innovator of underground mining equipment solutions for over 50 years. As we continue to expand our product range and geographic footprint, we remain privately owned and consistently focused on the Company founder's original engineered design imperatives – safety, productivity and enduring quality. MacLean Engineering has four manufacturing facilities located in Collingwood, Owen Sound, Barrie and Mexico. Our workforce is comprised of various skilled trades working together in a safety and quality-oriented environment to produce components and equipment to the underground mining industry, as well as the municipal, environmental, and industrial sectors.

We offer competitive wages and benefits including:

- 3 weeks' vacation annually
- Paid sick and family emergency time
- Paid overtime after 40 hours worked
- Free coffee!
- Flexible Group benefits Package (Once probationary period is completed)
- Employee and family assistance program
- Voluntary DPSP (Deferred Profit-Sharing Plan) and GRRSP (Group Registered Retirement Savings Plan) (Once probationary period is completed)
- Annual Employee Bonus
- \$250 annual safety shoe allowance
- \$200 bi-annual prescription safety glasses allowance
- Company paid uniforms
- Employee appreciation days, raffles/draws, BBQ's and much more

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If you are interested in being a part of an established and growing Canadian Company, we want to hear from you!

Please apply through Indeed or our company website:

- <https://macleanengineering.com/jobs/>
- <https://ca.indeed.com/jobs?q=Senior+Buyer&l=Collingwood%2C+ON&from=searchOnDesktopSerp&vjk=2f7951a9ab8810c8>

We thank all applicants in advance for their application and interest in MacLean Engineering & Marketing Co Limited. However only those candidates selected for an interview will be contacted.

MacLean Engineering & Marketing Co. Limited is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (2005).

MacLean Engineering & Marketing Co. Limited 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.

