



PLANTPRODUCTS

Purchaser

Full Time

Leamington, Ontario

Whether you're an employee or customer, our mission is to ensure you're provided with everything you need to grow. Plant Products is proud to be the partner of choice for farms throughout Canada and the USA.

We're hiring a purchaser for our Leamington team! You'll partner with the team and our vendors to purchase high-quality materials ensuring compliance with government regulations and company procedures.

What you'll do

- Within the ERP system (Syspro):
 - Review daily for new purchase order requirements
 - Set up and maintain stock code criteria
 - Create and maintain in-house and third-party production requests for biologicals and pesticides
 - Create and maintain, with support from operations teams, supply chain transfers between Plant Products multiple warehouses.
 - Update product forecasts in ERP system based on forecasting feedback from Sales Managers
- Create and maintain purchase orders to suppliers.
- Follow and Support the Plant Products product complaint procedure.
- Follow all biological procedures as to ordering, preorders, forecasting, etc.
- Review and implement Vendor Cost contracts with accurate effective and expiry dates.
- Support Finance teams when determining purchase price variances.
- Strive for accurate costing on all purchases.
- Create inventory reports to identify and understand trends.
- Review logistics cost trends to reduce spending.
- Responsible for keeping work area clean and orderly.
- Practice in teams for continuous improvement and implementation of corrective and preventive actions.
- Ongoing review of inventories and changes to demand resulting in changes to supplier requirements.
- Interface with our Canadian customs broker regarding inbound shipments and supply appropriate documentation.
- Interface with freight carriers regarding inbound freight shipments and negotiate freight costing where necessary.
- Minimize total inventory while address any stock shortages.
- Identify cost savings and process improvement opportunities through constant reviews of spending categories.



Here we **grow** again

- Review and communicate issues with forecast trends to Purchasing Manager as well with Sales manager.
- Promote and enforce compliance with mission statement, policy manual, procedure manual and corporate directives across the entire company.
- Follow required work instructions and procedures.
- Participate in inventory as required.
- Other duties as required by purchasing manager.

Who you are

- Intermediate Excel skills required
- MS Outlook and ERP system experience is nice to have
- Strong attention to detail
- Effective verbal and written communication
- Ability to work well in a team and autonomously

What you've done

- Must have a post-secondary education, with a preference given to those educated in the field of Agriculture, Horticulture or Business.

What we offer

- Health benefits
- Learning and development opportunities
- Employer matched RRSP
- Supportive environment

To apply, send your resume to Resumes@PlantProducts.com



Here we **grow** again