



## INTERMEDIATE BUYER

### About the Role:

The Intermediate Buyer plays a critical role in supporting the purchasing department by ensuring timely procurement of parts and materials to meet manufacturing schedules, cost targets, and delivery requirements. This role requires strong knowledge of Canadian and U.S. customs regulations, proficiency in supply chain management, and excellent communication skills. The Intermediate Buyer will utilize various tools, including Microsoft Office and AS400, to manage purchase orders, maintain inventory accuracy, collaborate with vendors and complete daily job tasks.

### Responsibilities include, but not limited to:

- Issue, modify or cancel purchase orders as required.
- Update purchase orders per order acknowledgements.
- Maintain current lead times, stock master pricing and update accounting as required.
- Manage Vendor Managed Inventory (VMI) programs and request material as required.
- Process Non-Standard Order (NSO) requests for Product Specialists.
- Complete daily Shortage report to manage inventory and cover production needs.
- Ensure all purchase orders have been received by vendors through daily reporting.
- Track and follow up on unreceived purchase orders and expedite as required.
- Correct receiving errors in the system as required and enter missed line items.
- Maintain inventory accuracy in the system.
- Receive material into external warehouses and request materials for production needs, accurately entering them into the system upon arrival.
- Advise Production, Engineering and Order Entry of any known production issues or material shortages and assist in finding solutions or alternatives.
- Complete orders for daily material needs from Kanban cards and blanket order releases.
- Actively participate in annual physical inventory.
- Complete a comprehensive analysis of the current vendor mix to assess performance and identify opportunities for improvement.
- Execute the strategic vetting and onboarding process for new vendors to ensure alignment with company standards and requirements.
- Perform other duties as assigned by the manager.

### Preferred Qualifications/Skills

- Post-secondary education in Business, Supply Chain Management, or a related field.
- Minimum of 3+ years of purchasing experience in a manufacturing or industrial environment.
- Strong understanding of procurement processes, inventory management, and vendor relations.
- Familiarity with Canadian and U.S. customs regulations.
- Supply Chain Management designation (e.g., SCMP, CPSM, CSCP) is an asset.

**Location:** 159 Roy Blvd, Brantford, N3R 7K1 (On-site, 5 days a week)

**Hours of Work:** Monday – Friday, 8:00 am – 4:30 pm

### Accessibility:

Our organization is committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. Please notify the HR department upon scheduling your interview if you require accommodation in advance.

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