



Name:	
Title:	Purchasing Manager
Location:	Kitchener, Ontario
Reports To:	Director of Supply Chain and Operations
Experience/Proficiency:	Minimum of 5+ years of experience in purchasing or procurement, preferably in the manufacturing sector.
Education:	Post-Secondary Degree or Diploma in Business or Materials Management; SCMP/CSCMP/NISCL-CSCL Designation or Active Enrollment in NISCL-CSCL designation Program
Hours:	40

General Description

We are seeking an experienced and results-driven Purchasing Manager to lead and manage the procurement function for our \$50 million furniture manufacturing company. The ideal candidate will be responsible for ensuring the cost-effective and timely procurement of raw materials, components, and services, while maintaining supplier relationships and optimizing our supply chain to meet production demands. This role requires a balance of strategic thinking, team leadership, and hands-on procurement management. This position will be responsible for the maintenance of purchasing data integrity in our ERP system to align with company objectives. They will work closely with Production, Engineering, Customer Service and QA Personnel on new product development and to achieve company objectives of quality, delivery and price.

Skill/Effort Requirements

- Strong negotiation skills and experience in vendor management.
- Knowledge of sourcing and procurement/supply chain methodologies
- Ability to read and understand Engineering drawings/prints.
- ERP/MRP knowledge. Syteline/CSI knowledge is an asset
- Proven track record of cost reduction initiatives and process improvements.
- Excellent communication and leadership skills, with the ability to work cross-functionally.
- Analytical mindset with strong problem-solving abilities.
- Knowledge of Customs procedures for import/export
- Ability to handle multiple tasks concurrently with frequent interruptions
- Ability to work under pressure/stress
- Ability to make decisions and solve problems quickly and effectively
- Ability to communicate effectively with suppliers, customers and internal teams.

Responsibilities

Procurement Strategy/Oversight:

- Develop, implement, and continuously improve the company's purchasing strategy to ensure alignment with production needs and corporate goals. Negotiate favorable terms and pricing with suppliers while ensuring quality and delivery requirements are met.
- Achieve cost-saving targets through negotiation, market analysis, and supplier development and consolidation initiatives.
- Continuously monitor and evaluate market trends, raw material pricing, and competitive conditions to leverage opportunities.
- Build and maintain strong relationships with suppliers, assessing their performance regularly.

- Monitor and address issues with supplier compliance with company policies, quality standards, and contractual agreements.
- Evaluate new suppliers and initiate sourcing projects to diversify the supply chain and reduce dependency risks.
- Work closely with the production and operations teams to ensure the timely delivery of materials and minimize stockouts or excess inventory.
- Implement strategies to reduce lead times and cycle times and optimize inventory levels through just-in-time (JIT) procurement practices or other methods.
- Develop and implement procurement policies, procedures, and systems to improve efficiency and accountability.
- Lead initiatives for continuous improvement in procurement processes, using data to drive decision-making.

Team Leadership and Cross-Functional Collaboration

- Supervise and mentor the purchasing team, providing direction, guidance, training, and performance feedback.
- Establish team goals, manage workloads, and ensure clear communication of priorities and expectations.
- Collaborate with operations, production, engineering, and finance teams to ensure the alignment of purchasing activities with overall business objectives.
- Ensure open communication channels with internal stakeholders to proactively address potential supply chain disruptions.

Operational /Administrative

- Source raw materials, components, and supplies in alignment with production needs and company objectives as well as supporting the New Product realization process as the Procurement lead.
- Issue and manage purchase orders, ensuring accuracy in terms of pricing, quantity, and delivery schedules. Monitor open orders and expedite deliveries as required to prevent production delays.
- Assist in managing inventory levels to avoid excess stock or stockouts, implementing strategies such as just-in-time (JIT) purchasing.
- Continuously seek opportunities for cost reduction in materials, parts, and services without compromising quality or delivery schedules. Monitor market trends, raw material price fluctuations, and supply chain risks to adjust purchasing strategies proactively.
- Maintain relationships with suppliers, conducting regular performance reviews, quality audits, and negotiations to improve terms and conditions.
- Provide regular reports on purchasing activities, supplier performance, and cost savings to Director of Supply Chain and Operations

Working Conditions

- Clean, bright office
- Exposure to dirt and noise in a manufacturing environment

Applications should be sent to recruiting@stancehealthcare.com