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## SENIOR BUYER

### **About the Role:**

The senior buyer establishes, approves and purchases material from vendors in accordance with sales forecasts and manufacturing schedules, meeting cost reduction, and delivery requirements. This individual in this role will utilize Microsoft Office, Windows programs and MRP systems, as well as possess excellent verbal and written communication skills.

### **Responsibilities include, but are not limited to:**

- Oversee and provide leadership to individuals within the purchasing group including daily work assignments, monitoring performance, and ensuring quality of work.
- Oversee and be responsible for purchased product information flow from order entry to production and shipping. (ie. PO, PCR, NPR, ECO, etc.)
- Obtain quotes related to quantity, quality, price, and timely delivery requirements; including and maintaining updated information on pricing, lead times, and other information to service plant requirements.
- Ensure review and completion of shortage reports, MRP, as well as other purchasing reports.
- Work with engineering and/or suppliers to seek substitutions to resolve part shortages and complete deviation paperwork, as necessary.
- Set up and maintain stock masters, maintain minimum and EOQ's.
- Issue, modify or cancel purchase orders due to manufacturing, market and/or other functional needs. Complete change orders as required.
- Coordinate receiving of components, open order items, blanket order items and kanban processing.
- Credit return of rejected material (DMR), special release authorization files, vendor files, and NPR completion.
- Assist in annual physical inventory preparation report changes (process, variances).
- Plan and organize exhausting old inventory and timely arrival of new inventory to meet production plan requirements.
- Establish and maintain transportation of incoming products.
- Provide reports on assignments to support company programs on cost reduction and quality assurance.
- Responsible to reduce raw material costs to meet corporate goals.
- Develop procedures to manage and oversee intercompany purchasing, Maintain inventory levels, periodic check of finished goods.
- Perform other duties as assigned.

### **Preferred Qualifications/Skills:**

- Post-Secondary Education in business or related field
- Certified or pursuing a supply chain designation or diploma
- Minimum 5 Years of Purchasing experience
- Member of the National Institute of Supply Chain Leaders or holds another Ontario Membership

### **Accessibility:**

Our organization is committed to inclusive, barrier-free recruitment and selection processes 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.

To learn more about KeepRite Refrigeration, or **to apply for the position, please visit** <https://k-rp.com/careers/>