

## Technical Buyer (On-site)

- Manufacturing
- Purchasing / Procurement
- Ontario
- Permanent / Full Time

19/2/2026

**Position:** Technical Buyer

**Reports to:** Purchasing Manager

Responsible for reviewing production requirements and, using best practices and company policies, ordering and actively managing technical materials and services to meet organizational needs. This is a highly administrative, system-driven role focused on disciplined follow-up of open purchase orders, continuous status updates, supplier communication, and ensuring accurate real-time information within the ERP/MRP system.

### **DUTIES AND RESPONSIBILITIES**

#### Purchase Order Follow-Up & System Management

- Procure consumables, raw materials, electromechanical components, and non-inventory items as required.
- Review open purchase orders daily and follow up with suppliers to confirm current status and delivery commitments.
- Obtain purchase order acknowledgments in a timely manner and verify accuracy of quantities, pricing, and delivery dates.
- Actively monitor supplier promise dates and follow up on any missed, revised, or at-risk delivery dates.
- Collect tracking information from suppliers for all shipped materials and ensure tracking details are entered in the ERP/MRP system.
- Update purchase order status, revised dates, tracking information, and follow-up notes in the system on a frequent and ongoing basis throughout the day.
- Ensure ERP/MRP information reflects the most current supplier commitments at all times.
- Communicate status changes or delivery risks to the Purchasing Manager and relevant team members as required.

#### **Supplier Coordination & Support**

- Maintain professional supplier communication focused on obtaining accurate and timely delivery information.

- Follow up persistently with suppliers to confirm shipment dates, revised commitments, and tracking details.
- Support resolution of delivery discrepancies and shortages in coordination with the Purchasing team.
- Collaborate with the Purchasing Manager when escalation is required.

#### **Administrative & System Discipline**

- Utilize ERP/MRP systems to manage open orders and monitor delivery commitments.
- Ensure all purchase order data, acknowledgments, revised dates, and tracking details are accurately maintained.
- Maintain organized documentation of supplier communications and delivery updates.
- Collaborate with Accounts Payable to resolve invoice discrepancies and documentation issues.

#### **QUALIFICATIONS**

- Accredited Four-Year University Degree or Three-Year Technical Diploma.
- 3–5 years experience in a Technical Buyer or purchasing role within a manufacturing environment.
- Experience managing technically engineered components or assemblies.
- Demonstrated ability to follow up on open purchase orders and maintain accurate system updates.
- Strong administrative discipline and attention to detail.
- Experience with ERP/MRP manufacturing systems.
- Ability to interpret engineering drawings and technical specifications.
- Understanding of manufacturing processes, materials, and quality standards.

#### **Company Benefits**

- Competitive salary and benefits package.
- Opportunities for professional development within a technical and innovative environment.
- Collaborative and supportive team culture.

Pay Range : \$55000 to \$65000 (pay is based on experience, skill and interview)