

## **Buyer**

Logistics / Distribution / Operations / Manufacturing  
Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

### **The Opportunity**

We are growing and looking for a motivated **Buyer** to join the Operations team working in support of our high-volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

### **Objective & Purpose**

- This position is responsible for purchasing materials and services in support of ongoing business and manufacturing operations.
- This position is responsible for communicating with vendors and expediting the on-time delivery of materials and serviced procured.
- This position also provides support to departmental process improvement initiatives and Material Planning operations as requested.

### **Principle Duties & Responsibilities**

#### **Purchasing & Expediting**

- Produce and forward purchase orders for all assigned material and service vendors.
- Process purchase requisitions and purchase orders for non-stocked materials and services.
- Coordinate the receipt and tracking of purchase order acknowledgments.
- Update purchase order delivery information in SYSPRO and communicate changes to impacted parties.
- Coordinate purchase order expediting process and address delivery issues with vendors and carriers.
- Assist with department process improvements and lean initiatives.
- Assist with annual cost reduction program.
- Assist with the investigation, identification and qualification of new vendors.
- Assist with inventory management initiatives to ensure quality, on time delivery and cost objectives are achieved.
- Assist with annual physical inventory and periodic inventory cycle counts.
- Assist with the maintenance and ongoing accuracy of SYSPRO (ERP system) item master information for all active SKU's (pricing, lead-time, EOQ, supplier details, etc.).
- Assist with the identification and disposition of slow moving inventory, including the coordination of vendor annual returns and ad hoc returns for credits.
- Process Inventory Adjustments, Cost Changes and Warehouse Transfers in SYSPRO as requested.

- Assist Material Planner with daily production job creations, job closure and the sales order release process as requested.
- Communicate with vendors and address issues related to non-conforming materials, purchase price variances, purchase order changes, receiving overages/shortage, etc.
- Assist Receiving, Inspection and Accounting staff with the timely resolution of receiving and invoicing discrepancies.

#### **Other**

- Assist analysts with the creation, maintenance and costing of part numbers and Bills of Materials.
- Collect, consolidate and distribute Operation's Department key performance metrics (KPI's).
- Assist department managers with process improvement initiatives as requested.
- Additional duties as required.

#### **Management**

- This position reports to the Purchasing and Materials Manager

#### **Education, Training & Experience**

- College Diploma in a related field and/or High School Diploma plus 2 years previous Purchasing Experience.
- Experience working with a computerized purchasing and inventory system.
- Experience working in a manufacturing operation (preferred).

#### **Skills and Competency Requirements**

- General proficient in MS Office Suite; MS Word, MS Excel and MS Outlook
- General understanding and ability to interpret Bills of Material (BOM's), mechanical drawings, product specifications and material requirements.
- General understanding and competency with MRP/ERP systems; SYSPRO preferred.
- Organized and self-motivated.
- Strong level of business ethics, integrity and professionalism.
- Strong communication skills (both written & verbal).
- Strong numeracy skill and attention to detail.
- Ability to work under pressure.

Preference will be given to applicants that can prove a successful track record.

Please provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities and experience. All references will be contacted for successful candidates.

Only those who will be considered for the next step of the application process will be contacted

**Applications should be forwarded to Sima Eskandari, HR Manager**

**[Eskandari.s@greystoneenergy.com](mailto:Eskandari.s@greystoneenergy.com)**