



## Senior Buyer

Operations / Systems/ 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 **Senior Buyer** to join the Operations team working in Moncton, New Brunswick.

### Objective & Purpose

- The purpose of this role is to purchase materials and services in support of ongoing business and manufacturing operations.
- The objective of this role is to negotiate and work directly with supply chain partners to ensure the accurate and on-time delivery of products and services to support manufacturing operations; products and service that meet corporate quality standards and that are purchased at the best commercial terms/lowest prices available to the company.
- This position also provides support and input to departmental process improvement initiatives.

### Principle Duties & Responsibilities

- Responsible for the planning, selection and procurement of materials as required to support ongoing business operations.
- Responsible for the daily creation, delivery, accuracy, acknowledgment, quality and on time delivery of all purchase orders, purchase order changes, request for quotations and supplier communications.
- Responsible for the negotiation, creation, maintenance, delivery, accuracy and storage of supplier pricing agreements, contracts, purchase orders etc., in accordance with corporate procedures, policies and best practices.
- Responsible to improve utilization of ERP system; drive use of ERP system as core software for business activities especially those related to procurement and material management (i.e. MRP, electronic requisitions, PO delivery, supplier order information etc.)
- Lead role in material shortage reporting and expediting processes; including participation in production daily stand-up meeting.
- Responsible to interface with the Finance Department to manage and resolve supplier issues as required.
- Responsible for the resolution of purchase order shortage and overages, price variances, and invoice discrepancy with suppliers.
- Responsible to process Inventory Adjustments, Cost Changes and Warehouse Transfers in SYSPRO as requested.

- Coordinate the return of obsolete inventory to supplier's for credit.
- Required to initiate and lead the ongoing reduction of on hand inventories through vendor managed inventory (VMI), JIT deliveries, and supplier partnership initiatives.
- Partner with Engineering to identify substitute materials to gain cost reductions and supply security.
- Maintain strong supplier relationships to keep informed of product developments and to ease discussions on price, service, quality and or other matters.
- Act as a resource to Engineering and Product management to investigate suppliers who are developing new technologies, materials and processes.
- Support Engineering teams by sourcing components for product development activities. Obtain quotes, procure from suppliers, follow and expedite delivery.
- Participate as active member and resource to Product Management, Engineering and the New Product Introduction (NPI) Team.
- Interact directly and regularly with Managers and Senior Managers of current and potential supplier companies; maintaining effective professional liaisons with company policies governing ethical and professional conduct.
- Evaluate market and industry trends for commodities and services; identify opportunities and recommend improvements to corporate procurement strategy.
- Monitor supplier contract to ensure ongoing compliance.
- Assist the Supply Chain Manager in the development and implementation of corporate controls, business process improvements and the continued adoption of Lean Operating principles and methodologies throughout the business.
- Assist the Supply Chain Manager in the design, development, implementation and continuous improvement of all department processes, procedures and systems to support current ISO certification.
- Assist the Supply Chain Manager in the development and delivery of comprehensive annual cost reduction programs.
- Assist the Supply Chain Manager with contract negotiations and completion of worldwide supply agreements with suppliers.
- Assist the Supply Chain and Quality Assurance Manager with new supplier identification and qualification initiatives; coordinating with Engineering, Product Management and Sales teams as needed.
- Assist the Supply Chain Manager in 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 the Supply Chain Manager with the Development of our worldwide procurement and material sourcing strategy.
- Additional duties as required.

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

- Degree in Business Administration and/or CPP, SCMP Accreditation or equivalent experience.
- Minimum 8 years purchasing experience supporting manufacturing operations. Previous experience with value added assembly, metal forming and/or plastic injection would be considered an asset.
- Minimum 5 years of international supplier management, material sourcing and supplier quality assurance experience.
- Proven cost reduction and strategic sourcing program management and leadership experience.
- Proven knowledge and experience within Lean Operations.



### **Skills and Competency Requirements**

- Exceptional level of business ethics, integrity and professionalism.
- Excellent supplier management and contract negotiation skill.
- Excellent staff management, team development and leadership skill.
- Excellent communication and presentation skill (written and verbal).
- Ability to read and interpret mechanical drawings, specification and material requirements.
- Advanced knowledge of international procurement and supply chain management.
- Advanced knowledge and competency with MRP/ERP systems; SYSPRO preferred.
- Advanced business process development process development, training, implementation and maintenance capability.
- Self-motivated; capable of initiating and leading business process improvements with limited supervision.