

Senior Buyer

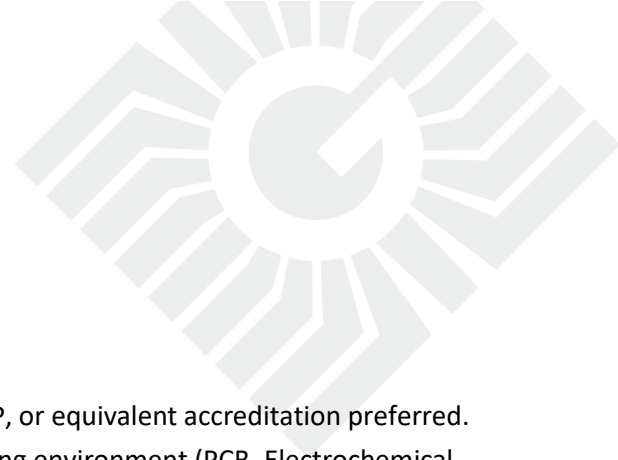
Manufacturing/Production/Supply Chain

Are you a skilled procurement professional with extensive experience in supply chain management? Do you thrive in a dynamic, fast-paced environment? We are seeking a **Senior Buyer** to join our team and help drive the efficient procurement of materials and services to support our manufacturing operations.

About the Role: As a Senior Buyer, you will be responsible for purchasing materials and services that ensure the timely and cost-effective delivery of products for our manufacturing operations. You will work directly with suppliers, negotiate pricing, manage contracts, and ensure that products meet corporate quality standards.

Key Responsibilities:

- Plan, select, and procure materials to support ongoing business operations.
- Manage the creation, accuracy, and timely delivery of purchase orders, changes, and supplier communications.
- Negotiate supplier contracts and agreements, ensuring they align with corporate 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 material shortage reporting and expedite supply chain processes to support production schedules.
- Work closely with Finance to resolve supplier issues, including discrepancies in purchase orders and invoices.
- 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.
- Implement strategies to reduce on-hand inventory through vendor managed inventory (VMI) and Just-In-Time (JIT) deliveries.
- Collaborate with Engineering teams to identify cost-reducing substitute materials and ensure supply chain security.
- Maintain strong relationships with suppliers to stay informed on product developments and manage pricing, service, and quality discussions.
- 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.
- Monitor industry trends and recommend improvements to corporate procurement strategies.
- Monitor supplier contract to ensure ongoing compliance.



Required Qualifications:

- Degree in Business Administration or a related field, with CPP, SCMP, or equivalent accreditation preferred.
- Minimum 8 years of purchasing experience, ideally in a manufacturing environment (PCB, Electrochemical manufacturing, value-added assembly, metal forming, or plastic injection experience is a plus).
- At least 5 years of experience in international supplier management, material sourcing, and supplier quality assurance.
- Proven track record in cost reduction, strategic sourcing, and leadership of procurement initiatives.
- Strong experience with Lean Operations and business process development.
- Advanced knowledge of ERP/MRP systems (SYSPRO preferred).
- Exceptional communication, negotiation, and supplier management skills.
- Ability to work independently and drive business process improvements.

Why Join Us?

- Opportunity to make a significant impact on procurement strategy and operations.
- Collaborate with diverse teams and suppliers on innovative projects.
- Work in a fast-paced and rewarding environment with ample opportunities for career development.

If you're ready to take your procurement career to the next level, apply today and help shape the future of our supply chain operations!

At Greystone Energy Systems, we believe that diversity drives business success. We are dedicated to fostering an inclusive workplace that celebrates differences and promotes equity. We welcome applications from people of all races, ethnicities, genders, ages, religions, abilities, and sexual orientations. We strongly encourage applications from women, minorities, and individuals with disabilities.

Join us in building a diverse and inclusive team!

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

Please email resume and cover letter to hr@greystoneenergy.com