

Purchaser

Based in Surrey, our ISO9000 manufacturing facility is over 35 years old with global markets. We are looking for an experienced Buyer to effectively manage the procurement of raw materials, inventory levels and assist with scheduling of the production facility.

The role of the Purchaser includes, but is not limited to:

- Maintain a minimum level of inventory to support the production schedule
- Manage purchase orders to ensure they meet required production schedules for the facility
- Interfaces with Sales and Manufacturing to ensure 100% on-time delivery of customer orders
- Processes large volumes of work while managing stressful deadlines
- Assist Plant Manager with price negotiations, contracts and establishing new low-cost suppliers
- Source new suppliers both within North America and overseas

Skills and Knowledge:

- Minimum of 2 years of experience in sourcing raw materials and finished goods from offshore
- Must have strength in planning procedures, purchasing and negotiations
- Intimate knowledge of Microsoft Office and ERP systems – specific Visual Manufacturing experience is an asset
- Requires a high level of interpersonal and communication skills, effective at all levels of management
- Good teamwork and problem solving skills
- Flexible – able to adapt to changing procedures
- Experience in a lean manufacturing environment beneficial
- Knowledge of industrial fabrics and metallurgy an asset

To qualify, you must have excellent written and spoken English communication skills, a minimum of 2 years of International sourcing experience, and a minimum of 3-5 years experience in a similar role. Applicants who excel in a fast paced environment are encouraged to apply.

If you have passion for achievement, personal responsibility, drive for results, focus & ability to work alone or in a team, we may be the entrepreneurs for you.

Interested applicants, please provide a cover letter and resume highlighting your international sourcing experience to svann@kymera.ca.

While we thank in advance all those who apply, only those selected for an interview will be contacted.