

In-TAC ISSofBC Pre-Arrival Services Job Posting

Purchaser

Job ID #: In-TAC-028-16

Sector: Manufacturing

Job Type: Full time

Location: North Vancouver, BC

Number of Openings: 1

Salary: DOE (Depends on experience)

Closing Date: Ongoing until filled

As a Purchaser, you are responsible for ensuring efficient procurement of raw materials for the production of finished goods. In this role, you will leverage relationships with our suppliers to optimize terms and pricing, minimize shortages, improve lead time, and ensure on-time delivery of all raw materials. You will also collaborate with internal teams to drive the continuous improvement of all procurement processes.

Responsibilities

- Manage procurement process, including creating, receiving, and closing purchase orders (POs) for the responsible portfolio
- Maintain accurate information in system for Material Requirements Planning (MRP) and PO's
- Monitor inventory of raw materials to ensure steady supply of raw materials with minimal shortages
- Monitor and track all orders placed by Tier 1 factories to ensure on time delivery
- Manage raw material transfers between manufacturing locations and distribution centre (DC) as needed
- Negotiate terms and pricing with suppliers based on forecast/market changes
- Establish necessary processes with suppliers to ensure consistent performance on delivery and quality
- Manage material issues, including returns and credit with suppliers
- Provide timely forecast based on schedule, review forecast monthly and send updates as needed
- Provide seasonal reviews of all assigned suppliers
- Create and maintain part numbers for raw materials in system when required
- Manage all seasonal sales sample ordering of assigned suppliers
- Work with suppliers and internal stakeholders to improve raw material lead time performance and consistency
- Conduct quarterly to seasonal raw material lead time review and provide feedback to suppliers and sourcing team for improvement
- Work closely with internal teams (i.e. Demand Planning, Supply Planning) to improve procurement process efficiency
- Work closely with Tier 1 factory and Tier 2 suppliers to ensure on-time delivery performance of raw materials
- Review existing processes and drive continuous process improvement
- Report on KPIs of responsible portfolios, provide root cause analysis on KPI performance trends, and create action plans to address issues as required
- Other projects and tasks as assigned

Qualifications (required)

- A Bachelor's degree in Business, Supply Chain, Economics, Finance or similar discipline, along with 3-5 years' experience in purchasing/procurement/buying, preferably within the apparel industry
- Strong experience in negotiation and vendor management
- Experience with MRP systems
- Able to work both independently and within a team
- Excellent communication skills, both verbally and in writing
- Proficient in the use of Microsoft Office
- To seek and execute the best (but sometimes not the easiest) solutions, with an unwavering commitment to do what is right
- To drive breakthrough thinking and continuous improvement



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Qualifications (assets)

- Lean or 6 Sigma training or experience
- APICs or other supply chain designations

How to Apply:

Eligibility to apply for the job: Pre-arrival immigrants to Canada with valid passport from China, Hong Kong, Macau, or Taiwan

For Pre-Arrival clients already registered with In-TAC Pre-Arrival Services, please email your resume to your Counsellor, including “**Job ID # In-TAC-028-16**” in subject line. To access *free* pre-arrival services, please click [here](#) to register as our client.