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**Purchasing Manager**  
**Mississauga, Ontario**  
(File Reference: PM-2018)

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We are seeking a Purchasing Manager for our client, one of the largest material handling dealers in North America. This organization offers a growing range of services, industry-leading brands and an extensive branch network that delivers service excellence and products that customers have enjoyed since 1930. A pre-eminent organization, our client is committed to its status as an industry leader, setting the standards for others in the material handling sector to follow.

The Purchasing Manager is responsible for the tactical procurement of commodities, supplies, equipment, and services. Coordinating efforts with warehouse and branch management, the Purchasing Manager maintains appropriate levels of inventory. Reporting directly to the CEO, the successful candidate will be able to utilize their expert knowledge to purchase goods and services at the most favourable price of the company, while simultaneously building and maintaining strategic relationships with key suppliers.

**MAJOR RESPONSIBILITIES:**

- Procure and supervise processes for replenishment of goods, materials, and services in a timely and cost-effective manner
- Research and survey buying markets to source the most optimal suppliers, in accordance with corporate objectives
- Coordinate all purchases with inventory or warehouse managers to ensure rapid delivery and reception of goods and/or services.
- Monitor payment to vendors for products or services procured
- Audit delivery or ordered supplies and verify shipment contents for accuracy, condition, and quantity
- Prepare and administer bids as well as requests for information, quotes, proposals and other vendor documentation
- Organize, coordinate and conduct periodic physical inspections of inventory levels across the company to identify overage and shortages
- Devise ways to optimize inventory controls procedures
- Ensure product stock is adequate for all distribution channels and cover direct demand from internal and external customers

# POSITION PROFILE

- Manage service level agreements, scope of work and contract terms with service providers
- Audit invoices from vendors; verify that the information on invoices is for agreed-upon prices, products, shipment date and shipping methods
- Calculate annual requirements for products or services and reconcile amounts against available budget
- Remain abreast of pricing trends, changes, restrictions or any other variables that could affect purchasing strategies
- Advise departments and business units of lead time required to obtain products or services.
- Investigate and resolve billing discrepancies using diplomacy and tact with vendors and service providers
- Make recommendations and suggest options to Senior Management regarding expected or unexpected material shortages
- Negotiate and optimize the return of items to vendors and coordinate subsequent credits, refunds or replacements
- Where applicable, arrange for purchases with other buyer to obtain price breaks on volume orders
- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization
- Adhere to and enforce compliance with purchasing policies, procedures, regulations and laws.

## **CRITICAL COMPETENCIES FOR SUCCESS:**

- Strong knowledge of internal controls and finance management
- Excellent people management skills
- Excellent communication and negotiation skills
- Ability to represent the company in a professional manner
- Sound judgement and shrewd decision-making skills
- Ability to work independently, with little to no supervision
- Ability to quickly calculate discounts, interest, commissions, proportions, percentages and volume
- Sound analytical thinking, planning, prioritization and execution skills
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- Strong customer service focus

## **WORKING CONDITIONS:**

- Some travel may be required
- Ability to attend and conduct presentations

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

**IDEAL EXPERIENCE:**

- Post-secondary degree in material management, business or administration
- 5-7+ years of experience in purchasing and inventory management
- Certification as a CPM, CSCP, APP, CPPB, CPPO, or equivalent
- Demonstrated knowledge of purchasing and contracting techniques and procedures
- Knowledge of accounting and budgetary practices and principles
- Considerable knowledge of laws, ordinances and regulations pertaining to corporate purchasing practices
- Strong writing skills for creating reports, correspondence, contracts, requests, bids and other documentation
- Knowledge of appropriate tools for grading, analyzing and assessing materials, equipment, supplies, services and other commodities
- Knowledge of Microsoft software systems

**COMPENSATION & OPPORTUNITY:**

Competitive compensation will be provided with unlimited career potential determined by personal commitment in a high growth environment. For further consideration, qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

**Recruiting Manager**

**SHRP Limited | [www.savinohrp.ca](http://www.savinohrp.ca)**

[hr@savinohrp.ca](mailto:hr@savinohrp.ca)

*While we appreciate all applications, we can only contact those individuals selected for interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance, so we can support your needs).*