



For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

**JOB DESCRIPTION:** Buyer

**REPORTING TO:** Director of Supply Chain

**POSITION SUMMARY:** Reporting to the Director of Supply Chain, this role is responsible for ensuring the uninterrupted supply of materials to support Manufacturing Operations and Engineering. This role combines elements of purchasing, inventory control and is an integral part of the CGL team.

- This role involves a high degree of interaction and collaboration with Scheduling, Customer Service, Production, Quality and Engineering teams. Experience in a manufacturing environment (high mix, low volume) is highly desirable
- The successful candidate is a highly motivated, self-directed individual capable of multi-tasking with a high level of personal and professional ethics. Ability to work effectively in a fast growing and fast paced environment is crucial to the success in this role
- Main/central communicator with our China/overseas vendors as well as North American Vendors.

**PRIMARY RESPONSIBILITIES:** As a support to the Director of Supply Chain, the incumbent will perform much of the support work required for CGL to purchase goods and services that meet the quality standards, price, and delivery requirements of the Company.

- Extensive use of CGL's ERP system (Visual Manufacturing) to view customer demand and manufacturing work order requirements. Review and analyze MRP system generated planned orders and issue purchase orders accordingly
- Ensure appropriate component parts are delivered to manufacturing facility including ordering, expediting as requested, and close liaison with manufacturing, quality, engineering, logistics, and warehouse personnel where applicable
- Report out on material related issues at the daily production meeting and escalate when appropriate
- Establish, monitor, and manage relationships with key suppliers and internal functions; anticipate and communicate demand schedule to suppliers; escalate risks with vendors and internal teams and propose solutions and/or corrective actions
- Cost reductions of materials through the initiation and participation in the benchmarking process. This will include, but not be limited to, the potential re-sourcing of appropriate vendors, along with the negotiation of pricing, terms and conditions
- Resolve invoice discrepancies
- Actively work with all departments to manage excess inventories and end of program analysis
- Understanding of foreign exchanges and impact on spend
- Count, investigate inventory discrepancies to determine root causes and recommend corrective actions
- Run reports for the Daily Operations Meeting
- Participate actively in continuous improvement (CI) initiatives
- Problem solve with cross functional groups in a fast-paced setting
- Perform other duties/projects/reports as required

**DESIRED EXPERIENCE / QUALIFICATIONS:**

- Minimum of 5 years' experience in Purchasing and Supply Chain Management – experience with overseas buying and inventory control an asset
- 5+ years purchasing experience in a manufacturing environment
- Post-secondary education in Materials Management, Purchasing or similar. Certification through PMAC is preferred
- Well-developed communication & analytical skills
- High level of planning, organizational & implementation skills
- Solid analytical and technical problem-solving skills
- Candidates must be proficient in using various types of computer software (Word, Excel, and Outlook, and ERP/MRP based systems)
- Experience in ROP and forecast buying, lean concept methodology an asset

**OTHER PREFERRED SKILLS:**

- Candidate must be self motivated with the ability to work without direct supervision and work effectively in a team environment
- Ability to manage and coordinate multiple projects in a fast-paced environment
- Ability to build strong internal and external relationships
- Extremely organized and resourceful individual capable of multi-tasking and remaining calm in stressful circumstances; ability to function in a dynamic environment with changing priorities
- “Big Picture” thinker. Understanding a change or decision made in purchasing can impact the entire company. Being able to foresee potential issues and resolving prior to the issue/impact arising
- Top level Interpersonal and written communication skills
- Ability to speak Mandarin is an asset