

Job Title	Purchaser	Job Category	
Reports To:	TBD	Department/Group	Operations
Location	Penticton, BC, Canada	Job Code/ Req#:	TBD
Position Type	Full-time, Salaried	Travel Required:	Within US and Canada (10 %)
Level/Salary Range:	TBD	HR Contact	M. Higgins

Job Description
Summary

Reporting to the Director, Purchasing and Logistics, the Purchase is responsible for providing innovative and value-add solutions in the acquisition and management of goods, services and supplies to support Structurlam's Business Goals. The Purchaser is responsible for the authorized purchase of all maintenance, repair and safety, and operating supplies while ensuring maximum value is received for all purchases.

Accountabilities: Strategic

- Create and promote a safe environment for the production and erection of structurally sound wood buildings
- Model effective safety behaviors and expertise by being easy to do business with, delivering on promises and by building strong relationships to promote delighted and loyal customers and stakeholders
- Maintain Structurlam's market leadership position
- Consistently fill Structurlam's manufacturing capacity by ensuring a safe and respectful workplace for all employees
- Support Structurlam's goal of providing dependable revenue recognition
- Demonstrate commitment to One Right Way
- Commit to ongoing knowledge and skills development
- Share skills and abilities with other associates to maximize bottom line and promote teamwork

Accountabilities: Operational

- Ensure all work is performed in a safe manner and has a complete understanding of safety protocols including emergency stop buttons, power switches and proper lockout procedures
 - Knows the BC provincial and the AR state requirements for the designated areas and makes sure requirements are met
 - Ensures awareness of all known hazards
 - Ensures appropriate Personal Protective Equipment (PPE) is used properly, is inspected regularly and is maintained
 - Ensure the QC process, controls, documentation and team have all the training and tools required to work safely and effectively
- Review purchase regulations and purchase goods and services by ensuring the best price and quality is obtained, and by keeping management aware of the status of orders
- Promote an effective company image by negotiating fair and equitable pricing and by encouraging good relations with suppliers', contractors, and sales representatives
- Develop annual operating budget by surveying each department and establish their upcoming years needs and pricing their requirements

- Review and adjust programs where needed throughout the year; regularly track and report cost performances of specific departments
- Support capital expenditures budgets by researching the costs of a project and assembling the cost components
- Ensure appropriate internal approvals are obtained from end users for purchases and records are kept for audit purposes
- Maintain current and accurate records of all purchase requisitions, purchase orders, receiving reports & packing slips
- Review the end user charge code and communicate potential errors to accounting and/or the end user
- Manage and report on inventory levels for actual vs. target
- Responsible for organization of yearly cycle counting and obsolescence review
- Regularly review back orders and expedite outstanding orders

Competencies

- Leadership – provide strong leadership to team members, leveraging individual and group strengths to achieve goals through motivating and coaching, facilitation, mentoring and conflict resolution
- Innovation – identify and manage opportunities and risks, using effective problem-solving communication skills to achieve the best possible results
- Agility – consistently deliver unmatched quality and service to Structurlam customers by finding ways to do the right thing, at the right time to deliver an exceptional customer experience
- Communication – demonstrate strong written and oral communication skills to build relationships, convey information accurately both in written form and verbally

Education and Experience

- Five year’s related experience in a manufacturing environment, ideally in the wood products sector
- General understanding of accounting and a good understanding of inventory management and/or CMMS
- Current certification and/or demonstration of knowledge of the C.P.P SCMP designation of any other applicable certification program
- Demonstrated ability to read, analyze and interpret documentation required for the role (technical procedures, government regulations, professional journals etc.)
- Proficiency in general business knowledge and tools, including MS Office (Word and Excel) and MS Project

Updated	September 7, 2021	Comments	
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