



JUNIOR BUYER / PLANNER

POSITION DESCRIPTION

REPORTS TO: TBA

HOURS:

- Monday to Friday 8:00 am - 5:00 pm
- 1 hour per day for lunch
- Overtime / Weekend hours as requested by Management

POSITION RESPONSIBILITIES: This position focuses primarily on any ordering/purchasing activities as related to items being manufactured or produced by NCA. It requires consistency and accuracy in all facets of the position, integrity and confidence of Microsoft Dynamics GP, parts and descriptions, optimizing inventory levels and vendor relations.

KEY QUALIFIERS:

- Small Manufacturing Company Experience within industrial, machinery, or construction field
- Excellent English (written and verbal); strong communication skills; helpful, pleasant demeanor
- Extremely Driven, Quick Moving Individual
- Technical Knowledge of Parts (engines, hydraulics, pneumatics, heavy duty equipment)
- Vendor Negotiations - experience with tactics and techniques
- Strong computer skills required (Microsoft Word and Excel, MRP experience) Microsoft Dynamics GP an asset
- Incredible attention to detail, with a drive to want to get things right, always asking questions
- Logistics - basic knowledge of Customs Clearance procedures and USMCA/CUSMA (NAFTA) requirements

DAILY RESPONSIBILITIES:

- Develop and maintain Bills of Material in Microsoft Dynamics GP
- Communicate with Engineering Department to clarify their changes to production (i.e. changes which affect the standard Bills of Materials, etc.)
- Review evolving production schedule and adjust purchasing needs accordingly
- Create and execute Purchase Orders in Microsoft Dynamics GP (create and post) in a timely fashion to meet manufacturing schedule
- Order product/raw materials for manufacturing. Will consolidate orders when possible.
- Maintain a detailed and accurate Database of information in Microsoft Dynamics GP (Vendor information, Product information, Part Numbers and Descriptions)
- Expedite Purchase Orders in accordance with production changes
- Track orders with respect to delivery and obtain freight quotes as required
- Act as a backup for sales order creation for parts orders
- Arrange freight for inbound and outbound shipments as required. Assist in preparing shipping documents as required.
- Update and maintain accuracy in Microsoft Dynamics GP of product coding system with engineering department input
- Assign product codes and product descriptions to non-fabricated items on BOM
- Organize and maintain project shelf assortment for Production Department with cooperation from Shipper/Receiver
- Purchase Shop Supplies and Consumables for Production as requested by Shop Supervisor
- Return liquidable / old, non-moving stock as required
- Assist Sales Department with costing of Parts/Components and Equipment
- Manage inventory levels for stock parts and order items to maintain maximum quantity levels
- Maintain established relationships with Vendors. Source and develop new Vendor contacts
- Negotiate pricing with Vendors where applicable
- Act as liaison for Vendor concerns and specifying information in conjunction with Engineering Department



SUMMARY: Job descriptions act as a guideline for job expectations and performance evaluations. Each staff member is part of the overall team at NCA and may be asked to help complete a variety of tasks that are not specified in their job description.

Applicants may send resume with cover letter via email to hr@nationalcompressedair.com

Please state the position you are applying for as various jobs are posted. No phone calls please.

Must be legal to work in Canada.

We wish to thank all applicants for applying however only selected candidates will be contacted for an interview.