

**PROCUREMENT [SUPPLY CHAIN]****POSITION TITLE: BUYER****PRIMARY FUNCTION:**

The Buyer is responsible for an assigned group of vendors in the planning, negotiation and procurement of materials, equipment, and supplies. May evaluate/select vendors based on 'select' criteria for the most desirable suppliers. Relies on limited experience and judgment to plan and accomplish goals performing a variety of tasks.

**RESPONSIBILITIES:**

- ☐ Plans materials requirements
- ☐ Purchases materials/ equipment/ supplies/ commodities for manufacturing and/or resale
- ☐ Selects and orders materials/ equipment/ supplies/ commodities based on demand, selection, price, availability or other specified needs utilizing knowledge/experience/education
- ☐ Expedites/reconciles/communicates status of purchase orders to satisfy the requirements of manufacturing, operations and administration teams
- ☐ Authorizes payment of invoices
- ☐ Arranges for return of materials/ equipment/, supplies/ commodities as may be required, ensures credit or replacement
- ☐ May assist in the negotiation of contracts
- ☐ May assist /support the effort of pricing resale items
- ☐ Develops vendor relationships for long term partnerships
- ☐ Researches and sources alternate products and/or services as may be directed
- ☐ Data entry & maintenance of orders, costing and other related data as may be required

**REQUIRED KNOWLEDGE, BEHAVIOUR AND SKILLS:**

- ☐ Familiar with manufacturing procurement and/or materials planning, standard concepts, practices & procedures
- ☐ Familiar with Evans processes, products is considered an asset
- ☐ Familiar with Axapta or other similar ERP systems
- ☐ Interested and willing to acquire or currently be enrolled in Procurement/Materials or Supply Chain related courses
- ☐ Microsoft Office

**REQUIRED BEHAVIORS:**

- ☐ Able to organize, and prioritize unpredictable and demanding workloads
- ☐ Able to work productively and independently
- ☐ Able to clearly communicate written and spoken English
- ☐ Professional telephone manner with unprecedented customer service skills
- ☐ Works under general supervision and a team environment

**EDUCATION:**

- ☐ Manufacturing
- ☐ Evans knowledge/experience on product, process and procedures considered an asset [internal applicants]
- ☐ Procurement/Materials/Supply Chain experience
- ☐ Enrollment or aspirations towards a SCMP [Supply Chain Management Professional ] designation

**APPLICATION PROCESS:**

If you are interested in applying for this position or know of someone who may be, please contact [careers@evansonline.com](mailto:careers@evansonline.com) This posting will be run in tandem with external advertising.

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