



DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

**TITLE: BUYER**

**LOCATION: CALGARY, AB**

**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 order materials/ equipment/ supplies/ commodities based on demand, selection, price, availability, or other specified needs utilizing knowledge, experience, and education.
- Expedites/ reconciles/ communicates status of purchase orders to satisfy the requirement of manufacturing, operations and administration
- Authorizes payment 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/r materials planning, standard concepts, practices, and procedures
- Familiar with EVANS processes, products is considered an asset
- Familiar with Axapta or similar ERP systems
- Interested and willing to acquire or currently be enrolled in Procurement/Materials or Supply Chain related courses
- Microsoft Office

**REQUIRED BEHAVIOURS:**

- 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 team environment

**EDUCATION:**

- Manufacturing
- EVANS knowledge/ experience on product, process, and procedures considered an asset
- Procurement/Material/Supply Chain experience
- Enrollment or aspirations to achieve level one (1) P.M.A.C Certification

**APPLICATION PROCESS:**

If you are interested in applying for this position, please contact Human Resources by emailing a resume and cover letter to [careers@evansonline.com](mailto:careers@evansonline.com). This position will be posted until a suitable candidate is found.