



## ***WE'RE LOOKING FOR A SENIOR BUYER***

### ***Location: Fort Erie, ON***

The Senior Buyer reports to the Purchasing Manager and is responsible for proactively maintaining the movements of materials from suppliers to ensure uninterrupted deliverables to all internal stakeholders. The Senior Buyer is required to negotiate with external vendors to ensure pricing accuracy, product quality and payment/delivery terms meet the expectations of Airbus Helicopters Canada Limited standards. The Senior Buyer will lead the procurement collaboration across multiple departments, planning, scheduling and monitoring the movement of materials throughout the production process.

### **MAIN RESPONSIBILITIES**

#### **Issue Purchase Orders**

- Responsible for the placement and management of Purchase Orders (via MRP or manual Purchase Requisitions) to satisfy business requirements
- Manage Strategic Procurement activities for new project quoting and implementation: Cost optimization, supplier integration and material readiness
- Manage the ordering of materials, supplies and services from suppliers to promote accountability and ensure operational standards are met and exceeded
- Identify possible sources of supply and equivalent products and recommend new products to reduce costs by suggesting alternates
- Manage inventory turns, total cost of ownership, logistical movement of goods
- Act as the interface between suppliers and internal stakeholders on purchasing processes, new projects and related activities
- Maintain relationships with suppliers and negotiating with them for the best price, quantities and delivery timelines

#### **Order Management**

- Facilitate shortage and backorder management by providing timely and effective communication to internal stakeholders
- Expedite shipping and deliveries, maintain inventories, and monitor usage inconsistencies, price changes, and supplier back orders.
- Resolve non-conformances on delivered products with suppliers for accurate cost recovery
- Contribution and participation in departmental meetings (SQCDP) to promote a high level of daily interaction and support of all internal/external customers
- Maintain the accuracy of the raw material data in the ERP system (SAP), supporting internal customers with pricing and lead time as required.



## Vendor Management

- Responsible for supplier compliance and risk assessment to ensure effective and compliant supplier performance
- Participate in supplier visits, audits, and performance management activities, as required
- Meet with suppliers seeking to establish relationships with the organization to review products, costs and performance recommendations
- Maintain compliance with all required Airbus Group purchased product specifications
- Maintain up to date supplier quality records, in accordance with policy
- Manage supplier shortfalls and support the implementation of corrective actions (both internal and external), to support OTQ and OTD established targets
- Ensure adherence with all established Export Compliance policies

## EDUCATION & JOB REQUIREMENTS

### Education:

- Bachelor's Degree or College Diploma in Business Administration Operations Management (Supply Chain Management) or related field
- Supply Chain Canada Professional Designation CSCMP, considered an asset
- Membership with Supply Chain Canada (or related organization)

### Experience:

- Minimum 8-10 years' experience in supply chain or related field

### Knowledge, Skills, Demonstrated Capabilities:

- Ability to set priorities and undertake initiative to time sensitive demands/deadlines
- Ability to lead projects and provide support to cross functional teams
- Able to work independently under minimal supervision
- Ability to read and understand technical documentation (drawings, specifications)
- Demonstrate leadership skills through mentoring of junior team members
- Demonstrate professional, ethical behavior with strong communication skills (both written and verbal)
- Able to use independent action and judgment in order to solve common problems



- Strong attention to detail to ensure conformity is met in all aspects (parts/shelf life/regulatory compliance etc.)
- Exercise sound business practice in spend decisions regarding total cost of inventory ownership
- Knowledge of Aerospace Industry and Standards is an asset (AS9100, ISO 14001)

### **Other Information:**

Work schedule is Monday to Friday, day shift, full time employment (40 hours per week). We offer a competitive salary, health benefits plan, company pension plan, stock options, service recognition awards and much more!