

Job Identification

Job Title: Procurement Analyst
Division: Bailey Metal Products Limited – Concord
Reports to: Corporate Steel Purchasing Manager

Job Purpose Summary

This position is accountable for transactional support and procurement of required materials and services needed to support the organization. Primary activities including reviewing requisitions, issuing requests for quotation (RFQs), issuing purchase orders, handling expedited orders, coordinating delivery terms, and communicating with internal customers and external vendors. This person will also work with accounts payable and materials management to resolve invoicing and receiving discrepancies. This person will also be responsible for setting up and maintaining blanket purchase orders and finding innovative ways to reduce non-value added transactions. Individuals must be capable of being hands on, digging into details and delivering across the organization.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Purchase goods and services that meet the specifications and requirements of the end user
- Monitor supplier quality and service and resolve associated issues
- Own and resolve the daily tactical supply chain issues: Backorder resolution, Open order Expediting, Lead time management, Supplier production issues, etc.
- Develop and maintain a competent supplier base to ensure quality goods and services
- Manage multiple internal customer requests (e.g., for plant and office supplies, etc.) and prioritize requests with guidance
- Assist the Procurement and Materials Management organization(s) with various projects, including but not limited to: analyzing spend data, transaction reduction, and marketing analysis
- Ability to process, manipulate, and analyze relevant data to understand and evaluate supplier performance, opportunity for transaction efficiencies, and recognize cost savings opportunities.
- Strong computer desktop application skills specifically in the area of spreadsheets and data manipulation
- Technical knowledge and experience in heavy industry would be an asset
- Ability to manage high volume of frequently recurring transactions in a timely, accurate, and efficient manner with supervision
- Proven ability to work in a team environment and obtain desired results
- Excellent verbal & written communication skills, decision making and sound judgment are a necessity, as is the ability to perform well under pressure and to communicate and work effectively with all levels of management
- Knowledge in SAP and Stratix is an asset.

Qualifications

- Diploma/Bachelor's degree in Supply Chain, Business, or Related Field
- Minimum of 4 years of experience in supply chain, marketing, business, or related field or 2 years equivalent experience with a Bachelor's degree in Supply Chain, Business, or Related Field.
- Proficient working knowledge of Microsoft Office.
- Excellent written and verbal communication.
- Critical thinking and creative problem solving.
- Ability to effectively navigate complex business environment with multiple stakeholder groups.
- Strong ability to create and maintain formal and informal networks.

Working Conditions

- Travel as required.
- Overtime as required.