

O'Brien Lifting Solutions Inc. is a proud Canadian manufacturer of overhead cranes, jib cranes, workstation cranes and a supplier of commercial doors and loading dock equipment, serving the industry for 50 years. Our highly skilled service department provides 24/7 overhead crane service, commercial door repair and loading dock repair to reduce your downtime.

We currently have an immediate opening for a Buyer. The Buyer is responsible for the timely placement of purchase orders and delivery of materials to meet customer order requirements and maintain stock inventory levels within approved guidelines. The Buyer is also responsible for negotiating materials, equipment and supplies from vendors. This person is required to provide excellent customer service at all times while exercising their negotiation skills in order to receive the best prices available in the market. Managing time and inquiries is essential in this position.

### **Duties and Responsibilities:**

- Enter purchase orders into the Accounting system
- Manage and sort e-mail inquiries from employees for job inquiries
- Review and investigate price discrepancies on purchase orders
- Manage debit notes for vendors when items do not match on purchase orders
- Investigating and determining what/how/why material came in incorrectly or damaged (for non-conformances).
- Communicate with suppliers on a regular basis
- Assisting with physical inventory counts
- Monitoring price increases and communicating changes, as necessary
- Arrange for freight when necessary
- Utilize negotiation skills on a regular basis
- Support to other departments for special projects when required
- Assist Purchasing Manager in yearend inventory process
- Manage costs when purchasing and for freight
- Responsible for set up of freight companies for shipping
- Update production summary report on a weekly basis for production meetings
- Maintains cell phone plans and hardware for Burlington and Quebec Divisions
- Other duties as assigned

### **Skills and Specifications:**

- Must be able to work well independently
- Team player
- Problem solving skills
- Good communication skills
- Fast paced environment - must be able to work well under pressure

## Qualifications:

- High School Diploma required
- Post-secondary Diploma in Business or Administration or equivalent
- Enrolled in Post-secondary courses/certificate with Purchasing or Supply Chain Management focus preferred
- Minimum 5 years' experience working in a similar role
- Working in a manufacturing environment is an asset
- Must be very proficient in Microsoft Office applications
- Knowledge of MicroSoft Dynamics NAV Accounting software is an asset
- Must be able to work well independently
- Excellent communication and negotiation skills
- Able to consistently represent the company in a professional manner
- Strong writing skills for creating reports, correspondence, contracts, requests, bids, and other documentation
- Sound analytical thinking, planning, prioritization, and execution skills
- Ability to respond appropriately in situations with a calm and steady demeanor
- Strong customer service focus

O'Brien Lifting Solutions Inc. offers a competitive compensation and benefits package, and an exceptional opportunity for career development and growth