

Purchaser

(Surrey, BC)

\$80,000 – \$90,000

On behalf of our client, Allied Blower & Sheet Metal, we are searching for a Purchaser to join their team in Surrey, BC. Since 1974, Allied Blower has gained a solid reputation as a leading air system expert in Canada. They supply dust and particulate extraction and pneumatic conveying systems for industrial applications. They offer a wide range of products and services and turnkey systems with proven technology. Allied Blower works with its customers and technology suppliers to find the best solution for specific requirements and develop solutions through close collaboration with engineering services, extensive manufacturing capabilities, and local installation. Allied Blower currently operates six branches, including one in the U.S.

Reporting to the Controller, the Purchaser will be responsible for the sourcing and purchasing of materials, negotiating with suppliers, assessing vendor performance, managing inventory, and coordinating with subcontractors to ensure the smooth operation of the manufacturing processes. You will identify and negotiate with suppliers of assorted goods and services to meet Allied's operational needs, ensuring cost-effective purchasing and timely delivery of materials. Your role will be pivotal in maintaining strong supplier relationships, optimizing inventory levels, and identifying opportunities for cost savings and process improvements. Your attention to detail, strong negotiation skills, and ability to work in a fast-paced environment will be essential to your success in this role.

RESPONSIBILITIES:

- Sourcing and getting costs to support estimates (bids) for new items or when one of the items is required.
- Assessing vendors for on-time, price and quality performance.
- Purchasing for all branches (processed from requisitions and or from work orders).
- Managing inventory via setting & tracking levels and variances.
- Logging work orders before issuing to fabrication.
- Distribution of PO's and work orders.
- Process direct sales into MRP system.
- Organizing and coordination of subcontractors and rental equipment for installation projects.
- Developing and managing long term contracts & relationships with suppliers.
- Facilitate logistics and customs.
- Perform other duties as required.

SKILLS & QUALIFICATIONS:

- Previous experience in purchasing or procurement, preferably in a manufacturing environment.
- Strong negotiation skills and ability to build effective relationships with suppliers.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office suite and other relevant software.
- Strong organizational and time management abilities.
- Attention to detail and accuracy in work.
- Strong multitasking skills and ability to prioritize tasks effectively.
- Ability to work independently and as part of a team.

If you are interested in learning more about this opportunity, please forward your resume to laise.sato@clearchoicehr.ca

We thank all candidates for their interest; however, only those selected for an interview will be contacted.