

Purchasing Supervisor

Location: Toronto, ON

What you will do:

- Manage a portfolio of products as well as assist in Inventory Analysis and portfolio reviews
- Plan inventory requirements using MRP/DRP software to ensure customer requirements are met while optimizing capital employed in inventory
- Work with the Forecaster to improve capacity planning and scheduling for bulk production
- Prepare for and participate in the annual physical inventory
- Use a proactive approach to monitor and reduce aged inventory as well as coordinate the movement of freight
- Place orders with suppliers ensuring the best combination of quality, cost, supply, and delivery
- Coordinate with the Forecaster and Sales departments to obtain information on customer requirements and resolve issues and invoice discrepancies
- Work with suppliers to resolve product availability, service, quality, claims, and pricing issues as well as perform supplier evaluations
- May assist with negotiation of price and terms of contract as well as assist in clearance and import of goods
- Comply with procedures for transportation of hazardous goods as well as expedite and follow-up on delivery of orders
- Assist the Purchasing Manager with related activities to ensure high level of service is given to customers
- Work with the Forecaster and Purchasing Manager to organize monthly department meeting presentations
- Supervise the Purchasing Team in Manager's absence as well as assist with costing/sourcing inquiries
- Work with Supply Planners to ensure Aged inventory, CWUs and Service Levers are being addressed and maintained
- Report on and meet branch and departmental KPIs as well as take action to improve KPI performance
- Assist with the orientation of department personnel
- Other duties as required

What you will require:

- University degree or College Diploma with two (2) years of specialized training (PMAC, APICS) as well as four (4) years of experience in Supply Chain, two (2) in which must be in a leadership capacity
- Must have very strong organizational skills and the ability to work independently
- Must possess strong written and oral communication skills
- Must be proficient in Microsoft Office Suite (specifically Excel, Outlook, Word, and PowerPoint)
- Must work well under pressure and be able to prioritize and multitask
- Must have excellent team building skills as well as being able to demonstrate initiative, autonomy, and ethics with the ability to analyze alternatives

We have:

- Competitive wages and great benefits
- A pleasant place to work with the best co-workers around
- Enjoyable company events throughout the year
- Training and education reimbursement programs

How do I apply?

Please send your resume and cover letter to toronto.hr@univarcanada.com and indicate the job title in the subject line of your email. All candidates are subject to a background check. We thank all applicants for their interest in careers at Univar.

About Univar

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

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