

PhiBer Manufacturing

JOB DESCRIPTION

May 09, 2025

POSITION TITLE: Purchaser

SUMMARY OF THIS POSITION

Under the supervision of the Supply Chain Manager, working in coordination with the Production Manager, the incumbent will assist the purchasing team in all aspects of the purchasing process including purchasing, supplier management, shipping, invoice reconciliation, and inventory control. There will be frequent interaction with the Purchasing, Sales, Engineering and Production Teams.

LOCATION:

The job will be carried out on site in Building A – 108 New Hope Drive.

OUTLINE OF DUTIES

- All Employee duties as described in PhiBer's Policy Manual
- Purchase parts/materials
 - Order planning to accommodate/reflect production priorities and schedules
 - Request for quotes
 - Order tracking and follow-up
- Order and date receipt of goods
- Cost assessment for purchased parts/materials
- Inventory assessment
- Manufacturer/Supplier relations
 - Maintain a database of suppliers, vendors and contractors
 - Assessment of 'High Risk' products and suppliers
 - Understand vendor agreements
- Internal department communication of supply chain affairs
- Other duties as assigned

Note: In the next year, this position will likely expand into work on an E-Commerce platform. The Outline of Duties in this job description is not binding.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. The ability to communicate well both orally and in writing is required. Previous commercial purchasing experience a must.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. Errors in decision making may cause loss and inconvenience to customers as well as the flow of production.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk. Sometimes physical effort is required in carrying out duties, such as walking and occasionally lifting.

TRAVEL

This position may require occasional travel to research and acquire new products and parts.

REMUNERATION

This position would be an hourly position.

- Wage is dependent upon experience and skill.

BENEFITS

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- 2 (two) weeks of paid vacation per year