

**Job Title:** Purchasing Manager

**Employee Classification:** Full-Time, Salary, Day Shift

**Job Type:** On Site

**Location:** Kitchener, Ontario

**Start Date:** Immediate

We are looking for individuals with a positive attitude, willingness to learn and who enjoy a stimulating and fast-paced environment. We offer training onsite with opportunities for growth in a culturally inclusive atmosphere. Cober is a family-owned business operating over 107 years and has expanded to three locations in Ontario with more than 200 employees. We are one of Canada's largest commercial printers and ship over 2 million orders a month! We are proud of our technical innovations and are constantly investing in our manufacturing capabilities.

## Why Choose Cober?

- Eligible for comprehensive Family Health Care after 90 days
- Vision & Dental coverage
- Stable secure employment
- Referral bonus program
- Lunches, contests and fun events hosted by our Culture Club

## Job Summary:

This position will report directly to the General Business Manager. The Purchasing Manager will be responsible for purchasing company materials at the best possible price with the most efficient delivery. The Purchasing Manager tracks orders from start to finish, monitors timely arrival and delivery and manages any supply issues or rush order requirements. He also conducts research to continuously improve purchasing decisions with a view to profitability and supplier relationships.

## Duties and Responsibilities:

- Maintain and update company purchasing database in collaboration with accounting and estimating department, adding new items and updating prices as needed.
- Communicate with vendors to place orders, focusing on product specifications, availability and price.
- Review delivery documentation with receiver as required to confirm quantity and resolve issues such as insufficient quantity shipments or quality concerns.



- Liaise with production personnel ensuring accuracy of inventory levels and reviewing anticipated supply level requirements and dealing with suppliers to meet such future needs
- Conduct continuous research to improve supplier product quality and reliability while reducing cost or increasing profitability.
- Guide the warehouse team in performing inventory counts and adjust the database. Lead inventory discrepancy investigations as required.
- Complete physical inventory counts as directed by the General Business Manager.
- Work with CSRs to on job specific purchases with focus on delivery timing, pricing and other issues.
- Work with Management on purchasing decisions.
- Research market trends to make informed purchasing decisions.
- Educate and support staff on product documentation and labeling.
- Review and create inventory reports as required .
- Comply with all occupational health and safety requirements.

## Qualifications and Skills:

- College education with a focus on purchasing.
- Experience as a Purchaser in a production setting.
- Knowledge of cost accounting and purchasing methods. Basic understanding of production processes and supplies.
- Consistent analytical and mathematical skills.
- Strong attention to detail, able to assess and identify problems, troubleshoot and propose solutions to resolve issues.
- Resourceful and capable of researching and gathering data to assist in making purchasing decisions.
- Computer proficiency using Microsoft office applications and purchasing software.
- Demonstrated excellence in organization and time management skills. Able to perform multiple tasks efficiently to achieve deadlines.
- Highly developed interpersonal and written communication skills.
- An honest and integral approach to conducting business.

**If this opportunity sounds like a great fit for you, please apply today!**

Cober Printing Limited is an equal opportunity employer and committed to providing an inclusive and barrier-free work environment, beginning with our hiring process. If, at any time during the evaluation process, you require accommodation, please use the contact information below to make arrangements for specialized accommodation. Any information received regarding accommodation will be kept confidential.





Canada's premier print manufacturer. Evolving together with our clients, through collaboration, empathy, innovation and sustainability.

*Evolve Together.*  
info@cobersolutions.com  
COBERSOLUTIONS.COM

We thank all applicants for their interest in Cober Printing Limited however, only candidates selected for further consideration will be contacted.

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