

**Job Title:** Purchaser

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

**Job Type:** On Site

**Location:** Kitchener, Ontario

**Start Date:** Immediate

## Job Summary:

This position will report directly to the Director of Business Operations. The Purchaser will be responsible for purchasing company materials at the best possible price with the most efficient delivery. The Purchaser tracks orders from start to finish, monitors timely arrival and delivery and manages any supply issues or rush order requirements. They also continuously research to improve purchasing decisions regarding profitability and supplier relationships.

## Duties and Responsibilities:

- Focus on day-to-day purchasing of raw materials
- Maintain and update the 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 receiving 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, 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 adjusting the database. Lead inventory discrepancy investigations as required.
- Complete physical inventory counts as directed by the Director of Business Operations.
- Work with CSRs on job-specific purchases, focusing on delivery timing, pricing and other issues.
- Educate and support staff on product documentation and labelling.
- Review and create inventory reports as required.
- Comply with all occupational health and safety requirements.

## Qualifications and Skills:

- College Education
- Experience as a Purchaser in a production setting is not necessary but would be considered an asset



- Willingness to learn 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 speak to Marg, Manny or Indu in HR, or send an email to [hr@cobersolutions.com](mailto:hr@cobersolutions.com) Referrals are welcome!**

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.

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

