



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our citizens and the prosperity of the communities in which we live. The position is based in Markham, Ontario.

Position: Buyer

GENERAL FUNCTION:

The Buyer is responsible for the tactical procurement of commodities, supplies, equipment, and services to be used by the organization. The Buyer coordinates his or her efforts with the Senior Supply Chain Specialist, Warehouse Specialist, and production Team Lead to maintain the appropriate level of inventory. This individual will utilize expert knowledge to purchase goods and services at the most favorable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers.

RESPONSIBILITIES:

- Negotiate pricing with suppliers
- Create and send Purchasing Orders
- Monitor purchases through the delivery process and update ERP system and monitor dashboards.
- Research and evaluate suppliers based on cost, selection, service, distribution capabilities, certification, and availability.
- Evaluate supplier performance
- Receive and handle invoices from vendors; verify that the information on invoices is for agreed-upon prices, products, shipment date, and shipping method.
- Remain abreast of pricing trends, changes, restrictions, or any other variables that could affect purchasing strategies.
- Advise departments and business units of lead time required to obtain products or services.
- Investigate and resolve billing discrepancies using diplomacy and tact with vendors and service providers.
- Make recommendations and suggest options to the Director of Supply Chain regarding expected or unexpected material shortages.
- Negotiate return of items to vendors and coordinate subsequent credits, refunds, or replacements.
- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization.
- Adhere to and enforce compliance with purchasing policies, procedures, regulations, and laws.



QUALIFICATIONS:

- University degree in material management, business, or administration.
- Minimum of 5 years experience as a buyer.
- Certification as a CPM, CSCP, APP, CPPB, CPPO, or equivalent is an asset.
- Demonstrated knowledge of purchasing and contracting techniques and procedures.
- Strong knowledge of internal controls and finance management.
- Excellent people management skills.
- Excellent communication and negotiation skills.
- Able to consistently represent the company in a professional manner.
- Knowledge of Pronto software systems is an asset but not required.
- Sound judgment and shrewd decision-making skills.
- Ability to work with little or no supervision.
- Knowledge of accounting and budgetary practices and principles.
- Candidates must have exceptional organizational, analytical skills and be proficient at Microsoft Office Suite.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team. Please send your cover letter and resume to jlui@corrosionservice.com.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.