

Reports To: Chief Financial Officer

Position Summary

To drive direct and indirect cost savings through improved purchasing practices, programs and procedures in a very dynamic, project-based, custom engineered environment.

Role & Responsibilities

(It is not the intent of this job description to specify all duties associated with the position, but to give a general understanding of the primary roles and responsibilities.)

- Responsible for Managing the Supply Chain department and all activities related to strategic and tactical purchasing, logistics, inventory control, warehousing and receiving;
- Responsible for managing the employees in the Supply Chain department, including annual performance review discussions;
- Assign and monitor completion of KPI's (Key Performance Indicators) for each buyer;
- Involved in management team reviews of project cash flow/revenue/ risk assessment;
- Deliver labor estimates for required Procurement Hours to Sales/Applications and Project Management to create accurate Project Schedules;
- Manage the procurement processes to ensure supply chain compliance with DOA process, policies and procedures;
- Maintain the contract management – negotiation, preparation and contract execution;
- Responsible for the margin enhancement to support project procurement with the objective of setting cost reduction targets against as sold budgets;
- Complete the annual supply agreements to ensure implementation of pricing agreements/blanket orders that have been negotiated to cover commonly purchased materials/parts/services;
- Forward-thinking negotiation and purchase of various components and commodities including complex commodities such as fabricated parts, structural skids, equipment final assembly, rotating equipment and buyout equipment;
- Manage the Supplier Management to ensure suppliers are meeting component deliveries to meet project schedules and are being evaluated on their performance and as required, ensure vendors are committed to and making improvements;
- Conduct interviews, recommends, selects vendors/suppliers and approval, using an established supplier qualification process;
- Responsible for ensuring that all suppliers used are able to meet any specified requirements and that they are reputable and financially sound companies;
- Ensure project proposals are comprised of the correct suppliers and subcontractors;
- Ensure the most accurate and up to date material costs are communicated across the business. Project estimates must have the most competitive material costs available;
- Monitor that a verification of budget cost with proposed purchase cost is done using a bid analysis where applicable and that necessary approvals are obtained, prior to making any commitments;
- Ensure accuracy of Project Procurement Strategies and Project Materials Budgets;
- Maintain an annual cost reduction program(s) and develop and manage strategic plan for total spend of specific commodities and drive continual cost reduction;

- Provide value analysis programs that will engage buyers, including other business disciplines and vendors to develop methods of cost reduction through the use of new materials and designs;
- Promote continually, sourcing of alternative suppliers for lower cost and/or better quality;
- Review invoice discrepancy and resolution with Accounts Payable.

Qualifications

- Experience in water/wastewater treatment is preferred;
- Experience in packaged engineered systems using and outsourcing model;
- Experience with the procurement of rotating equipment, valves, instrumentation and electrical controls;
- BS in Business or Supply Chain with related purchasing experience;
- 5 to 7 years of experience procuring fabricated parts, pressure vessels, structural skids, assembly and buyout equipment in a high cost custom engineered business;
- Prefer CPP or CPM certification or commitment to pursue on a yearly basis
- Skills/Desired Characteristics;
- Experience working with Applications & Project Engineers in a project environment.

Work Environment

- Office environment
- Location: Calgary, Alberta or GTA, Ontario

Travel Required

Occasional travel is required.

Health & Safety Responsibilities

- Work in accordance with all legislated obligations;
- Work safely, and report all unsafe or unhealthy conditions;
- Be certain that the work assignments/activity does not create a condition that could be injurious to themselves or others;
- Become familiar with and abide by the rules, regulations and guidelines;
- Follow the safety instructions of their supervisor and/or work procedures;
- Report all injuries, incidents or workplace illnesses to the immediate supervisor as soon as possible and co-operate with any investigation made to determine cause and future preventative measures;
- Co-operates with the employer in the implantation of an early and safe return to work program.

ISO 9001 Responsibilities

- Report and action Non-Conformance Reports (NCR) as required,
- Complete NCR's where required,
- Follow procedures as per ISO 9001,
- Help develop new procedures as required,
- Promote an environment that all employs participate in the ISO program and see the benefit in the structure it provides, and the lessons learned that come out of it.

Manager, Supply Chain | Supply Chain

Note: The ISO responsibilities regarding NCR's will be in place until permanent QAQC coverage has been put in place. In general it is everybody's responsibility to follow and adhere to our ISO procedures company wide.

Apply

Candidates interested in applying for this position can send their resume to careers@filterboxx.com. Thank you in advance for the interest in working with FilterBoxx.

No agencies required at this time for this role.