

## **Purchasing & Procurement Manager**

London, ON.

Full-time, Permanent

### **Company**

Stein Industries Inc. is an engineered to order manufacturer of power transformers and other electrical apparatus. Stein Industries Inc. is a well-established company with more than 25 years of excellence and is ISO 2001:2015 certified. Our Product is manufactured between two locations in London, Ontario, and ships across Canada and the United States.

### **Duties & Responsibilities**

The Purchasing and Procurement Manager is responsible for supervising purchasing and incoming inspection, to ensure material order accuracy, conformance, and availability for production. They will successfully manage vendors, with the goal of increasing inventory turns, sourcing high quality products at the best price, delivered on time, accurately and complete. They will review bills of material, establish a purchasing schedule, expediate materials as required and report material status to the Production and General Manager.

### **Qualifications**

The ideal candidate will possess the following:

- 5+ years' experience in purchasing
- APICS / CPIM training/ certification preferred.
- Experience reading drawings in AutoCad and Solidworks
- Understanding of Bill of Material structures
- Strong negotiating, networking, and sourcing skills
- Excellent communication skills with team members and suppliers; ability to follow up and clearly communicate customer Stein requirements.

Required qualifications are as follows:

- College or University education is minimum.
- Good working knowledge of Outlook, Excel and Office required.
- Ability to organize and prioritize workload for efficiency, making quality decisions in a timely manner.
- Outstanding interpersonal skills and the ability to effectively handle conflict.
- Detail-oriented and open-minded team player.

**Salary:** \$60K to \$70K depending upon experience.

**Benefits:** Health, Dental, Life Insurance and flexible schedule.

Please apply by April 23, 2021

Website: [steinindustriesinc.com](http://steinindustriesinc.com)

Apply to: Attention General Manager, [info@steinindustriesinc.com](mailto:info@steinindustriesinc.com)