



## Buyer

Roadtrek Inc, is a Manufacturer of Class B (Campervan) motorhomes, headquartered in Cambridge, Ontario. Do you want to work in a fast paced, exciting and growing industry? Do you have a passion for the RV business, its people and its products? If you answered yes, to these questions, we would love to hear from you.

**Primary Focus:** The Buyer is responsible for execution and fulfilment of an assigned group of commodities or projects. The incumbent will own the tactical / MRP relationship for their vendor / commodity pool. Focus is on schedule, quality, and informational excellence.

### **Responsibilities:**

- This position is responsible to ensure that Roadtrek Inc's on-going and situational material requirements are met on time and to plan.
- Flexible/Adaptable to ever-changing priorities and fast pace environment. Ability to rapidly respond to unforeseen developments and initiate actions to reduce adverse impacts to production or project schedules
- Ability to compare costs of purchasing options which differ in prices, discounts, rebates, shipping charges, customs fees and currency exchange rates. Consider cost implications of suppliers' policies for minimum and mixed orders.
- Ability to work independently.
- Working closely with all departments to ensure the focus is on excellence in execution. All work must meet safety, quality & accuracy standards and be in accordance with company policies and procedures.
- Using the ERP System and interaction with Supervision and Materials Control, identify materials required for consumption based on time and location, and issue / update Purchase Orders to support the need.
- Keep ERP System and Expediting reports up to date with accurate information.
- Engage in continuous learning to keep up-to-date information on new products and market trends,
- Learn through daily work experience, by reading trade publications and by talking with co-workers, colleagues and suppliers

### **Behavioral Characteristics and Skills:**

- Effective communication and leadership skills
- Ability to produce concise schedules and meet deadlines
- Ability to work in a team environment
- Proficiency in oral and written communication
- Ability to follow established procedures
- Ability to work with minimum supervision

- Ability to identify and solve problems through analysis

**Education/Experience:**

- Preference given to education and / or experience in Materials and Supply Chain Management Fields.
- Computer proficiency in Outlook, Excel & Word, exposure to QAD ERP an asset
- 2 years' experience in Procurement within a Manufacturing Environment

In accordance with the Accessibility for Ontarian's with Disabilities Act, 2005, should you require an accommodation, we will work with you to meet your needs during all aspects of the recruitment and selection process.

To be considered for this position, please forward your resume in confidence. We thank all applicants for their interest, only those selected for an interview will be contacted.

Job Types: Full-time, Permanent

**Benefits:**

- Casual dress
- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Vision care

**Schedule:**

- 8 hour shift
- Day shift
- Monday to Friday

**Work remotely:**

- No

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