

Title: Purchasing Manager
Location: 92A Ave., Langley, B.C.
Reports to: VP Operations

ABOUT US:

Redwood Plastics & Rubber is in its 50th year of business! We manufacture polyurethane & rubber products as well as machine, fabricate, and distribute industrial plastics. We are located on 92A Avenue in Langley, B.C.

POSITION SUMMARY:

We are seeking a self-motivating, driven individual to manage our purchasing. As our Purchasing Manager you will oversee our purchasing department to maintain an adequate amount of essential materials for the operation of our business. This includes all materials that go into our manufactured products, all distribution products, shop supplies, shipping supplies, and office supplies

REQUIREMENTS & EXPERIENCE

Required:

- Excellent knowledge of Excel
- Strong problem-solving abilities
- Excellent communicator – both written and verbal communication skills
- Quick learner and adaptable to rapid change
- Excellent follow up skills
- Ability to manage multiple tasks
- Work in a team environment

Experience:

- Previous leadership experience a benefit
- Previous purchasing experience in a manufacturing environment
- Experience in international shipping
- Degree in Business Administration, Logistics, or Supply Chain Management

RESPONSIBILITIES:

- Create and maintain purchasing policies
- Choose suppliers to ensure competitive advantage
- Create & manage Vendor Management System
- Sets min./max. levels on inventoried stock items
- Integrate and align with manufacturing scheduling
- Co-ordinate with all divisions bulk purchasing
- Department staff recruitment, employee management, and training
- Liaison with other departments particularly sales, manufacturing, estimating, project management, design
- Overseeing large procurement that may happen
- Budgeting, costing, and cost savings

To apply, please send resume and cover letter to careers@redwoodplastics.com In the subject write “**Purchasing Manager, Langley, B.C.**”