

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

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**ABOUT US:**

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Since 1971 Redwood Plastics and Rubber has worked directly with customers to find solutions for a variety of problems including: shock, abrasion, noise, wear & friction. We have extensive experience, in-house engineering and large-scale manufacturing facilities to produce custom components for longer wear life, decreased downtime, increased production, lighter weight, cost effectiveness and increased safety.

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**POSITION SUMMARY:**

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We are seeking an experienced supply chain leader to manage our purchasing department. As our Purchasing Manager you will create and drive procurement strategies to maintain ideal inventory levels of essential materials for the operation of our business. This includes all materials that go into our manufactured and distribution products, shop, office and shipping supplies.

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**QUALIFICATIONS**

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- Excellent knowledge of Excel
- Strong problem-solving abilities
- Excellent communicator – both written and verbal skills
- Hands-on approach to roll up their sleeves, identify/eliminate process barriers and assist their direct reports to execute Purchasing strategy
- Detail oriented, with exceptional time management skills and the ability to prioritize effectively and strategically for them and their team
- Ability to earn trust and create a collaborative work environment with peers and direct reports
- Degree in Business Administration, Logistics, or Supply Chain Management

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**EXPERIENCE**

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- Extensive experience with ERP and MRP systems
- SYSPRO knowledge is an asset
- 5 years of purchasing experience, ideally in a manufacturing environment
- Previous leadership experience is an asset
- Experience in international shipping
- Application of continuous improvement

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**RESPONSIBILITIES**

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- Create and maintain purchasing policies
- Choose suppliers to ensure competitive advantage and build strategic relationships with them
- Create & manage Vendor Management System
- Collaborate with other departments to optimize process by defining purchasing strategies for raw materials (This includes forecasting within ERP system and set efficient min./max. levels on inventoried stock items)
- Co-ordinate efforts with all branches to centralize purchasing
- Department staff recruitment, leadership, training and development
- Participate in inventory cycle counts and annual inventory counts
- Partner with Customs department to manage relationship with our broker
- Identify and drive continuous improvement projects for the department

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