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## **Purchasing Buyer - Manufacturing Experience Required**

[Intertape Polymer Group (IPG)](https://ca.indeed.com/cmp/Intertape-Polymer?campaignid=mobvjcmp&from=mobviewjob&tk=1hr6e4afci45a800&fromjk=bf0a18a469b4020e)

Location: Truro, NS

* *Full Time Position*

**Company Overview**

Intertape Polymer Group (IPG) is a dynamic multinational organization that prides itself on its corporate culture of a family atmosphere that meets high achieving company performance. We are known for our competitive salaries and benefits packages and our emphasis on putting people first. Founded in 1982, and now grown to $1.5B in sales worldwide, IPG focuses on growth through organic and strategic means. Our diversified product lines support our mission to be the world leader in packaging and protective solutions. Come join the IPG family today! Find out more at our website.

**Position Description**

**Title:** Purchasing

**Department:** Purchasing

**Immediate**

**Supervisor:** Purchasing Manager

**Position Purpose:** Responsible for managing the daily transactions between IPG and its Suppliers. Individual will be responsible for following all of the IPG policies and procedures in the area of purchasing.

**Principle Accountabilities**

* Manage and develop supply base to support organizations objectives.
* Craft purchase orders, ensure accuracy of purchase orders, inventory reports for Management and authorize payments.
* Negotiate prices and review opportunities to make business savings utilizing negotiation and procurement best practice tools and order schedules.
* Develop an effective and accurate system for monitoring purchase orders. Ensure that all deliveries satisfy the assigned orders. Keen attention to details and accuracy.
* Maintain PO folders, pricing folders and change orders due to price.
* Resolve price, quality, delivery and invoice issues.
* Manage inventory, cycle count, including current stock and new demand.
* Prepare reports and update as and when required.
* Become knowledgeable on market conditions and trends which could affect pricing and / or deliver and formulate short and long-term strategies to ensure quality and continuity of supply while minimizing total cost and maximizing value.
* Support and assist in the development of departmental procedures and procedural improvements (i.e. cost saving measures, supplier agreement policy, etc.).
* Receive requisitions: analyze for quantity, specifications, and delivery requirements.
* Develop and select alternate sources. Ensuring continuity of supply, consistency of quality and competitive pricing; be aware of non-price considerations.
* Consult with engineering to provide alternative supply sourcing.
* Evaluate suppliers through methods such as supplier visitations and various objective performance measurements, including on-time delivery, service performance, and price performance. Certify as necessary.
* Generate effective communications, good relations, and a positive image with suppliers and co-workers, promoting courtesy, objectivity, and fairness.
* Responsible for providing input, helping to make decisions and displaying actions that support the goals of quality, customer satisfaction, responsiveness and financial impact.
* Responsible for using independent judgement and making decisions that require a great degree of creative, analytical and problem solving ability.
* Identify cost saving opportunities, create project plan and implement.

**Essential Skills and Experience**

* College diploma or University degree in Business Administration or a related field.
* A minimum of 2+ years of purchasing related work experience.
* Successful completion of, or a commitment to complete, the Supply Management Training (SMT) program offered by the Supply Chain Management Association of Canada.
* Knowledge of manufacturing environment and/ or packaging industry (preferred).
* Advanced proficiency in Microsoft Office applications.
* Experience with ERP/MRP systems and managing a high volume of SKUs in a fast-paced environment.

Please send all resumes to [mpelleti@itape.com](mailto:mpelleti@itape.com)