

Become a Key Player in Our Team as a Purchaser in the Vibrant Modular Home Building Industry!

Are you driven by a passion for procurement and a talent for creating seamless purchasing experiences? At Northplex Ltd., we're seeking dynamic individuals like you to join us as **Purchasers**. If you excel at making strategic buying decisions and take pride in your attention to detail, this is your chance to shine.

Apply at: [Indeed.ca/Northplex - https://ca.indeed.com/cmp/Northplex-Ltd./jobs?jk=d8cc10152c5452f0&start=0&clearPrefilter=1](https://ca.indeed.com/cmp/Northplex-Ltd./jobs?jk=d8cc10152c5452f0&start=0&clearPrefilter=1) or Email careers@northplex.ca

About Us:

At **Northplex Ltd**, we specialize in crafting innovative and customizable modular homes that redefine comfort, style, and efficiency. Our commitment to excellence and customer satisfaction has positioned us as a leader in the industry. As we continue to expand and evolve, we are seeking a driven and personable individual to join us on this exciting journey.

Role Overview:

As a **Purchaser** at **Northplex Ltd.**, you will play a crucial role in sourcing and acquiring the highest quality materials for our modular homes. Your responsibilities will include evaluating suppliers, negotiating, and ensuring timely delivery of materials. **This position is perfect for a detail-oriented, strategic thinker who thrives in a fast-paced environment and has a keen understanding of the procurement process** in the modular home building or construction industry.

Responsibilities:

- Prepare, analyze, and negotiate Purchase Orders with suppliers to ensure the timely delivery of high-quality raw materials for production.
- Conduct thorough research on potential products to source the best options for our modular homes.
- Coordinate the efficient movement of purchased materials to maintain seamless production flow.
- Compile and verify data from vendors and supporting documents to ensure the accuracy and receipt of ordered items.
- Address and resolve issues with suppliers regarding errors, such as partial or duplicate shipments, pricing discrepancies, and substitutions.
- Build and maintain strong relationships with suppliers through effective interaction and negotiation.
- Communicate any delays or variances in inbound freight to the relevant parties promptly.
- Maintain strict control over inventory levels to meet both internal production needs and external customer demand.
- Investigate and resolve causes of lost or damaged shipments, ensuring swift and effective solutions.

Requirements:

- Grade 12 GED or High School Diploma required
- 2 - 5 years experience in Purchasing with construction experience an asset

- Must possess a high level of moral judgment for handling confidential information and monetary transactions
- Strong diplomatic, negotiation, and conflict resolution skills
- Proficient with Sage, Excel, and Microsoft Office Suite
- Effective attention to detail and a high degree of accuracy
- Strong work ethic and positive team attitude
- Strong planning and prioritization skills
- Excellent teamwork and team building skills
- Able to effectively communicate both verbally and in writing
- Able to build and maintain lasting relationships with other departments and key business partners
- Strong problem identification and problem resolution skills
- Some overtime may be required

Other duties as required

Benefits:

- Career advancement and professional development opportunities
- A supportive, team-oriented work culture
- Comprehensive health benefits package

Embark on a rewarding career journey with us and play a crucial role in delivering exceptional modular homes and unparalleled customer service.

If you're ready to take on this vital role and excel at managing procurement with precision and strategic insight, we invite you to apply today to become our Purchaser!