

Position Title **Purchaser**

Group Equipment & Yard

Location Yard Office

Reports To Senior Buyer

Classification Salaried

Date July, 2024

OVERVIEW

FRPD is an award-winning, forward-thinking organization focused on continual improvement. Employees are expected to represent the company internally and externally in a professional manner that enhances the company's reputation and reinforces its values.

As a Purchaser reporting to the Senior Buyer, you will play a crucial role in our success. Your responsibilities will include coordinating the procurement of materials, supplies, and equipment necessary for our construction projects. This role involves sourcing vendors, negotiating contracts, managing inventory, and ensuring timely delivery of goods while maintaining cost-efficiency and quality standards. You will work closely with E&Y teams, construction teams, and suppliers to support the successful execution of our construction projects.

KEY RESPONSIBILITIES

Procurement Management

- **Source Suppliers:** Identify and evaluate potential suppliers and vendors for construction materials, tools, and equipment. Establish and maintain strong relationships with key suppliers.
- **Negotiate Contracts:** Support the Senior Buyer in negotiating contract terms and conditions, including pricing, delivery schedules, and payment terms, to ensure favourable outcomes for the company.
- **Purchase Orders:** Create and manage purchase orders, ensuring accuracy in order details and compliance with project requirements and company policies.

Inventory and Supply Chain Management

- **Monitor Inventory:** Track construction materials, consumables, and small tools inventory levels. Ensure adequate stock levels to prevent project delays while avoiding overstocking.
- **Manage Logistics:** Coordinate with the Yard Superintendent to deliver and distribute materials and equipment to the Yard and Project sites. Address any issues related to delivery schedules, shortages, or discrepancies.
- **Evaluate Performance:** Assess supplier performance and product quality. Address any issues related to supplier reliability or material defects.

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Printed Date	[auto-pop]	Documents are uncontrolled once printed or downloaded		Page	1 of 1

Cost Control and Budget Management

- **Budget Adherence:** Work within budget to ensure cost-effective procurement activities. Monitor and report on procurement expenditures and identify opportunities for cost savings.
- **Price Analysis:** Conduct market research and price analysis to ensure competitive pricing for materials and equipment. Benchmark pricing against industry standards and negotiate discounts where possible.
- **Work with the Senior Buyer** on the development of a quality measurement system for FRPD's supplier network and undertake audits of the system on an as-needed basis

Collaboration and Communication

- **Coordinate with Teams:** Collaborate with Project teams, site supervisors, and other stakeholders to understand material requirements and project timelines. Ensure procurement activities align with project needs.
- **Vendor Communication:** Maintain clear and effective communication with vendors to address order statuses, resolve issues, and manage expectations.
- **Reporting:** Provide regular updates and reports on procurement activities, inventory levels, and budget performance to management.
- **Support:** Support the E&Y team with implementing and maintaining safety and environmental initiatives

Compliance and Documentation

- **Compliance:** Ensure all procurement activities comply with legal, regulatory, and company procurement policies and standards. Maintain up-to-date knowledge of relevant regulations and industry best practices.
- **Documentation:** Maintain accurate records of procurement transactions, including purchase orders, contracts, delivery notes, and invoices. Ensure proper documentation for audits and reviews.
- **Other tasks** that the Senior Buyer may assign

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business Administration, Supply Chain Management, Construction Management, or a related field preferred. Relevant certifications (e.g., Certified Professional in Supply Management (CPSM), Certified Purchasing Professional (CPP)) are advantageous.
- A minimum of 5 years of experience in procurement or purchasing within the construction industry. A proven track record in managing procurement activities and supplier relationships.

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Document Owner	Fraser River Pile & Dredge (GP) Inc.	Group	[auto-pop]	Effective Date	[auto-pop]
Printed Date	[auto-pop]	Documents are uncontrolled once printed or downloaded		Page	1 of 1

SKILLS AND ABILITIES

- **Negotiation Skills:** Strong negotiation skills to secure favourable terms and pricing from suppliers.
- **Analytical Skills:** Ability to analyze market trends, pricing, and supplier performance to make informed procurement decisions.
- **Organizational Skills:** Excellent organizational skills to manage multiple procurement activities and maintain accurate records.
- **Communication Skills:** Strong verbal and written communication skills for effective collaboration with vendors, project teams, and management.
- **Attention to Detail:** High attention to detail to ensure accuracy in order processing and inventory management.

Technical Skills

- **Software Proficiency:** Proficiency in procurement software, ERP systems (e.g., SAGE, SAP, Oracle), and Microsoft Office Suite (Excel, Word, PowerPoint).
- **Industry Knowledge:** In-depth knowledge of construction materials, equipment, and industry standards.

Working Conditions

- **Physical Requirements:** This may involve occasional travel to construction sites and vendor locations. Ability to work in various environments and handle physical materials as needed.
- **Work Hours:** Regular office hours with the potential for additional hours based on project needs and deadlines.

Locations

- Base Location in the New Westminster E&Y Office

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