

NFI Parts™ is North America's most comprehensive organization providing parts, technical publications, training, and support for buses and motor coaches. NFI Parts is the parts division of NFI Group, providing replacement parts for New Flyer® transit buses, MCI® motor coaches, ADL buses, ARBOC® vehicles, as well as the product lines for the acquired NABI and Orion parts businesses. Additionally, NFI Parts has extensive cross references for parts that are common with other bus, coach, and cutaway product lines and has a mature supply base and established relationships with over 1,000 suppliers. Further information is available at www.nfi.parts

POSITION SUMMARY

As a Buyer at NFI Parts, you will be responsible for developing and executing buying strategies to reduce costs, reduce lead times, improve supplier service and assure an effective Source to Pay process. The Buyer is responsible for ensuring the best total cost is achieved, along with the best possible lead times and overall quality to achieve our Customer Service goals.

WHAT YOU WILL DO:

- Manage the total PO process, from PO creation through to PO delivery to destination and payment to Supplier, while ensuring that delivery dates correspond with demand requirement related to all areas of assigned supply (Parts Inventory, MRO, CSpares or other).
- Proficiency to provide full back up and support to Buyer responsible for Contract Spares (CSpares).
- Work with Inventory Planning/Operations Management to ensure sufficient stock levels to meet demand.
- Facilitates and ensures quick and accurate responses to internal Customers to ensure optimal service to their end Customer.
- Responsible for maintaining Purchasing databases to ensure integrity of system data and provide necessary information to Category Supervisors, Category Managers and other buyers as necessary.
- Identifies opportunities and assists in the creation of sourcing plans that secure supply and minimize supply chain disruptions in accordance with the Category sourcing strategy.
- Maintain and enhance the professional relations with Suppliers and contribute to the competitiveness of the business by optimizing purchases within the respective category.
- Use Scorecard tools to analyze and evaluate Supplier Performance KPI's and work with Suppliers for improvements as required.
- Assist Category Supervisors/Manager with special projects as required.
- Travel may be required.

WHAT YOU NEED TO BE SUCCESSFUL:

- Post secondary education in Business, Supply Chain Management/Purchasing, or a related field, or equivalent experience.
- 1 - 3 years of experience in procurement, purchasing, or supply chain management.
- Understanding of purchasing processes, negotiation techniques, and MRP.
- Strong organizational, verbal, and written communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- Experience with ERP systems is a plus.
- Ability to multitask and make quick, effective decisions.

To apply please go to: [Buyer - NFI Parts](#)