

## Buyer – Trailer Division

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### POSITION OVERVIEW:

Reporting to the Purchasing Manager, the Buyer is responsible for purchasing all items related to product manufacture, direct to job and to inventory, ensuring all items are procured on time and on budget for the Trailer Division at Magnum Trailer and Equipment.

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### CORE DUTIES & RESPONSIBILITIES

- Verifies purchase requisitions; clarifying unclear items; recommending alternatives.
- Forwards available inventory items by verifying stock.
- Identify long lead items and organize procurement of multiple requisitions simultaneously according to manufacturing schedule.
- Prepares purchase orders by verifying specifications and price; negotiating price and delivery; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department for any substitutions.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders, arranging shipping.
- Resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes purchasing and organization mission by completing related results as needed.

### OTHER DUTIES & RESPONSIBILITIES

- Monitor inventory levels of stocked long lead items
- Identify materials cost improvements, including cost benefit analysis to justify expenses
- Maintain professional knowledge by attending educational workshops; reviewing professional publications; establishing personal networks
- Perform work in accordance with Magnums' documented policies and procedures
- Complete all applicable quality records
- Perform other duties and tasks as assigned

### QUALIFICATIONS

- 2-3 years' experience
- Familiarity with manufacturing/trucking industry an asset
- Supply management

- Inventory management
- Vendor relationships
- Ability to communicate both verbal & written in the English language
- Knowledge of Microsoft Office suite including Excel, Word, Outlook, PowerPoint
- Proficiency in MS Office Suite
- Able to work under pressure and tight deadlines
- Exceptional organizational abilities
- Able to contribute openly and effectively during team meetings
- Organization
- Documentation skills
- Engineering drawing reading
- Manufacturing methods and procedures
- Cost accounting

## **OTHER SKILLS**

- Strong work ethic and customer caring attitude
- Strong attention to detail and excellent organizational skills
- Dedicated to continuous improvement
- Strong analytical and problem-solving skills
- Ability to work efficiently and effectively under pressure and as part of a team
- Outgoing personality and positive attitude