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Purchasing & Logistics Supervisor

UEE imports, exports, and ships a wide range of materials ranging from envelopes to oversize structures requiring detailed logistic plans and specialized equipment. Our procurement team strives to be dynamic; leading initiatives to reduce material and transportation costs to maximize our financial performance.

The key to success within our operation is teamwork and cooperation; frequent and engaging interface with the teams: Planners/Schedulers, Purchasing, Warehouse, Quality Control, Project Management, Engineering and Manufacturing personnel is integral.

This role is the hub for procuring supplies and services, inventory management, as well as logistics. Ensuring the timely and cost-effective movement of goods, to and from foreign clients and suppliers. The Procurement Supervisor utilizes their expert knowledge and strong negotiating skills to purchase goods and services at the most favorable price, for our business as well as our customers. They are committed to building and maintaining strategic relationships with key suppliers.

The Procurement Supervisor is responsible for managing and maintaining an uninterrupted supply of production materials and services as specified by engineering, scheduled by manufacturing and within the cost requirements of the business group. They are accountable for establishing effective risk mitigation plans, and expediting processes to avoid production down times. Other responsibilities include the direct supervision of the Purchasing staff and ensuring that all orders shipped meet all customer, regulatory and contractual requirements, while ensuring that the both internal and external documentation requirements are met.

The Procurement Supervisor undertakes regular strategic review of inventory levels, recommending and adjusting stock to ensure optimal turnover rates that align with the departmental and organizational objectives. Conferring and negotiating directly with vendors, the Procurement Supervisor attains product and/or service information regarding price, availability, and logistics requirements. They ensure concise documentation is maintained within the established channels, including the organizations ERP system.

As a Procurement Supervisor, you will apply your in-depth knowledge of import and export requirements, INCO Terms, trade agreements, duties, tariffs, commercial invoices and related export documents to co-ordinate all shipments. Including assisting in the co-ordination and planning of the loading of equipment and finished goods through internal and/or outsourced services and equipment, within your established budget. A strong knowledge of vehicle load size and weight limitations within BC is fundamental in executing this role.



Job Duties

- Strategic focus on cost effectiveness, process improvements and process expertise for procurement, inventory & logistic efficiencies.
- Plan, organize, direct, control and evaluate the procurement activities of the organization.
- Negotiation of prices and cost-saving measures to fit within the company budget.
- Coordinate the movement of purchased materials from vendors/suppliers.
- Coordinate the movement of purchased/manufactured materials to customers & to/from sub-contracting operations.
- Compile data and reports as required to be used for cost-saving initiatives.
- Contact suppliers regarding errors in partial or duplicate shipments, prices and substitutions.
- Interact and negotiate with suppliers.
- Communicate all delays or variances of inbound/outbound freight to the appropriate parties.
- Knowledge of regulated products and/or hazardous material documentation requirements, ensuring products purchased and shipped include MSDS sheets where applicable.
- Investigate causes of lost or damaged shipments and other matters; make adjustments or conduct negotiations as necessary.
- Maintain and publish a list of preferred carriers, contacts and freight rate information.
- Ensure supplier price lists are maintained in the ERP system.
- Obtain freight and crane quotes for project bids.
- Ensure ongoing management of inventory min/max/safety stock levels.
- Assist in the coordination and execution of cycle and year-end physical counts.
- Manage vendor database (contact, carrier, INCO terms, etc.)
- Ensure import/export documentation is compliant with regulatory requirements
- Review and process claims against suppliers.
- Managing project related teams and initiatives as they pertain to the role and responsibilities.
- Commodity management support (assisting in implementing process improvements and supplier integration, etc.).
- Develop and implement purchasing/inventory policies including the development, implementation and review of internal policies.
- All aspects of employee relations and ongoing performance management through productivity expectations, performance appraisal, absentee management, time management, training and engagement.
- Analyze inventory needs based on sales trends and inventory levels.
- Responsible for interviewing and hiring.



Requirements

- 5-7 years progressive experience in a purchasing role.
- Minimum 3 years proven success in a supervisory, management or leadership role.
- Procurement Certified Professional Purchaser (C.P.P.) designation or registration in the educational program of the Purchasing Management Association of Canada an asset.
- Comprehensive experience drafting vendor agreements including the ability to strategically assess and mitigate risk with vendors and suppliers through well-structured agreements.
- Exceptional oral and written communication skills to communicate effectively with all levels within the organization and with external stakeholders.
- Strong writing skills for creating reports, correspondence, contracts, requests, bids, and other documentation.
- Knowledge of the appropriate tools for grading, analyzing, and assessing materials, equipment, supplies, services, and other commodities.
- Familiarity with *Epicor* enterprise resource planning (ERP) software would be an asset.
- Demonstrated understanding of integrated supply chain and logistics concepts and theories.
- Exceptional forecasting ability with strong analytical and interpretive skills.
- Strong computer skills in a Windows environment.
- Working experience in the electrical industry preferred.
- Work experience in international purchasing an asset.
- Demonstrated work experience of successful JIT management required.
- Basic mathematical skills with ability to calculate figures and amounts such as discounts, percentages and averages required.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time and project management skills.

Work Conditions

- Some travel may be required.
- Ability to attend and conduct presentations.
- Able to physically inspect company property and assets.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.



We are a growing company looking for positive team members who are performance driven, innovative, self-directed, capable of multitasking, and enjoy diversity in their career.

Please visit our website at www.uee.com to learn more about our company. If you are interested, apply by emailing your resume and cover letter citing salary expectations to afitzhugh@uee.com.