



PURCHASER

JOB TITLE: Purchaser
DEPARTMENT: Operations
SUPERVISOR: Procurement & Inventory Control Supervisor
JOB TYPE: Permanent, Full-Time
LOCATION: 24 Haniak Rd, Rosslyn – ON

Smart Modular Canada is a modular construction company. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all of Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan, and soon, a retirement program. Here construction workers have a regular schedule, are not dependent on weather conditions, and do not have the headaches associated with repair/emergency work. Come build your future with us!

GENERAL JOB DESCRIPTION

Reporting to the Procurement & Inventory Control Supervisor, a Purchaser buys products and services that are essential for our company's day-to-day operations. You will review prices and quality and ensure optimal stock levels. Purchasing Officer responsibilities include evaluating vendors, negotiating contracts, and preparing reports (e.g., on orders and costs.) For this role, you should have good knowledge of market research, along with solid analytical skills to make sure you're identifying the most profitable offers. Ultimately, you'll create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.

DUTIES AND RESPONSIBILITIES

- Research potential vendors.
- Development and maintenance of Vendor relationships and contact list.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Keep track of long-lead items and plan purchases accordingly.
- Track orders and ensure timely delivery of all materials a minimum of two (2) weeks prior to project going online.
- Review quality of purchased products.
- Enter order details (e.g., vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information, and invoices inclusive of recording recipient project numbers.
- Prepare reports on purchases, including cost analyses.
- Plan, determine replenish rates, schedule purchases, monitor stock levels and place orders as required to ensure that purchases made are quality effective and cost efficient.
- Coordinate with warehouse staff to ensure proper storage and replenishment of materials.
- Keep you supervisor up to date of your progress and reporting any job-related issues.
- Ensure quality standard performance.
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

Education:

- Post Secondary Education in Business – supply management or related field or equivalent.

Experience:

- Minimum two (2) years proven work experience as a Purchasing Officer, Purchasing Agent, or similar role

KEY COMPETENCIES

- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)
- Hands-on experience with purchasing software (QuickBooks).
- Understanding of supply chain procedures.
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses.
- Negotiation skills.
- Construction knowledge is an asset.
- Competent under the Ontario Health and Safety Act.

To apply email your resume to careers@smartmod.ca

Please note that only those selected for an interview will be contacted.