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## Job Overview: Junior to Intermediate Purchaser

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### Tasks and Duties:

- Purchase materials for production, engineering and others on purchase order
- Source materials, negotiate price, delivery, specifications and quantity with suppliers
- Handle all planned orders with a start date on or before current date that are assigned, based on planner ID's
- Review Exception Report (Planner action) to ensure orders effectively satisfy current requirements, updating PO's as necessary
- Ensure all PO dates in MAX reflect the most recent agreement with the vendor and any overdue order (as displayed on the PO dispatch report) is addressed daily
- Internal Product Request (IPR)
- Establish and maintain Vendor relationships
- Maintain Vendor standards for service, pricing, quality and delivery
- If there is freight damage upon receiving, contact freight company personnel. Contact supplier if there is a discrepancy between shipment received and pack slip quantity or product. Initiate a Corrective Action if applicable
- Keep current on all vendor non-conformances
- Update and maintain Standard Costs as required
- Manage supplier of inbound customs

### Skills & Qualifications

- Minimum of Colledge Diploma, or equivalent
- Knowledge and understanding of MRP system
- Minimum of 3 years purchasing in the manufacturing sector
- Possess excellent communication skills
- Possess excellent problem solving skills
- Must have a positive and constructive attitude
- Ability to manage a range of priorities
- Must be detail oriented
- Must be able to learn tasks quickly
- Positive and co-operative team player
- Capable of working with minimal supervision
- Ability to communicate effectively and to inspire confidence from supervisors, peers and subordinates

### Why Work With S3?

- Competitive salary
- RRSP
- Advancement opportunities
- Comprehensive benefits package
- Educational & wellness allowances
- Challenging, respectful work environment

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