



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our Woodbridge, Ontario facility is currently looking for a Purchasing Supervisor to be responsible for leadership and direction - executing all daily operational tasks. This person will be hard working, hands-on, in a multitask environment. If your qualifications and experience meet our needs, we invite you to apply for the following position:

Title: Purchasing Supervisor Ref 26/05

Purpose:

To provide leadership and direction - executing all daily operational tasks

Role:

Team Leadership:

- Lead, develop, train and review performance of staff, as required.
- Ensure all employee issues and concerns are addressed in a timely manner; encourage involvement from all staff and foster a positive team environment.

Procurement:

- To lead, plan, schedule and monitor the daily activities of the purchasing department
- Lead the procurement of all mechanical, electrical, electronic, and sub-contracted components, as required for the production/services. This includes issuing purchase orders, matching and ensuring efficient processes.
- Plan, organize, prioritize, all order requirements and RFQ's; based on the delivery date, lead time, on time delivery record, NCR's, etc.
- Work with the purchasing & materials team to develop and implement cost control measures for items to be purchased.
- Print MRP reports on daily basis, distribute and discuss with the purchasing team and allocate work to be processed - ensuring efficient completion.
- Follow-up with Vendors PO to ensure all materials, parts, and services arrive on time, pricing issues tackled and unmatched purchase orders. Receiving and invoice discrepancies to be reconciled.
- Identify and mitigate risks in the supply chain, such as economic/supply chain disruptions, quality issues, or regulatory compliance concerns.
- Lead distribution activity to include transportation regulation for shipping i.e., purchase skids, bubble plastic, freight with Atlantic, YEC, Air freight, Fed EX. etc. - include keep up to date international trading issues/imports/legal and CUSMA compliance.

Supplier/Vendor Management:

- Develop sourcing strategies, locate new suppliers, minimizing risk of product delivery.
- Develop, maintain, and manage relationships with key suppliers. Negotiate contracts and monitor supplier performance based on Purchasing KPI's and Quality Metrics, to ensure quality and cost-effectiveness.
- Search for new vendors and maintain high impact vendors - visit vendor facility and complete on-site performance audits as required- ensuring capacity, quality and price meet the D&V standards. A schedule will be developed to ensure completion/compliance.
- Responsible for obtaining Vendor quotes for materials, components and service as required, achieving favorable terms, pricing, and delivery schedules with suppliers, ensuring contracts and deliverables are clear, enforceable, and aligned with organizational objectives.

Negotiation Management:

- Negotiate with suppliers/vendors contract terms, payment structure, delivery time, competitive pricing, and drive cost savings.

Inventory Management:

- Utilize MRP and technical tools to analyze purchasing data, monitor inventory levels, coordinate with other departments, identify trends and improve responsiveness to material demands.
- Ensure MAX MRP system is maintained, as it pertains to inventory control, pricing, EOQ, etc.



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- Complete NCR's (non-conformances); ensure action is taken, to remedy any re-occurrence(s) and close in a timely manner.
- Check MDR's (Material discrepancy report) daily and close as accordingly.

Reporting and analysis:

- Develop, measure, track and report Purchasing KPI's for the Purchasing dept. and submit it to the Operations Manager
- Vendor/supplier evaluation regarding delivery time, quality, and price, as per the market trends and current experiences

Policies and compliance:

- Maintain and update D & V purchasing policies /standards while adhering to D&V Quality Standards and ISO methodology.
- Participate in continuous Improvement, technology enhancements, and best practices to streamline procurement processes and achieve greater efficiency.
- Ensure Procurement activities adhere to ethical standards, legal regulations, and corporate policies.
- Manage and foster health and safety compliance.

Education and Experience:

- Bachelor's degree in business.
- CPIM Designation or PMAC Certification preferred.
- 10+ years' experience in a similar role in the manufacturing industry, successfully leading purchasing, optimizing pricing, delivery cycle, and inventory control.
- Work experience in manufacturing and custom engineering production.
- ERP computer literacy and Inventory Control systems are essential.
- Strong Leadership and Relationship management skills.
- Negotiation skills necessary.
- Problem solving and analytical reasoning.
- Able to read engineering drawings.
- Machining experience is an asset.
- MS office skills in Word and Excel are required.
- Good Planning and organizational skills required.
- Able to navigate the web and e-mail tools.
- Good attention to detail required.
- Excellent customer service skills required.
- Polite and professional always.

D & V Electronics value their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.