**Location:** Richmond, BC

The RSR Purpose is to Create a world without waste to preserve our planet.

Come work in the business of sustainability and saving the planet! If you want to be a part of the solution towards a healthy and sustainable environment, then Richmond Steel Recycling is the place for you.

**We offer:**

* Competitive salary
* Paid training and development
* Pension plan
* Extended health & dental benefits
* Employee Assistance Plan
* Supportive team atmosphere
* and More!

**Overview:**

The Purchasing Manager is a full-time position that supports the VP Operations.

**Job Summary:**

The Purchasing Manager will be responsible for the MRO (Maintenance, Repair and Operations) purchasing for all facilities within their region. The Purchasing Manager will ensure that materials are procured at the best value consistent with the quality and service required. Will be responsible to supply the end users’ departments with their daily requirements to maintain consistent flow of operations and champion inventory control of all critical spares, wear parts and stock items.

**Responsibilities:**

* Work with Business Partners and VP, Operations and Project Managers to identify targets and goals for better price and/or service negotiations.
* Gather all relevant information about the needs of the organization for targeted MRO items and project purchases.
* Create RFP documents and manage the RFP process with vendors.
* Create strategy and lead negotiation with vendors using a win-win framework.
* Ensure vendors are qualified and meet RSR’s expectations for price, delivery, payment terms, service, safety and environmental stewardship.
* Monitor and report relevant purchasing KPIs for regional procurement.
* Source, negotiate and create purchase orders for MRO items.
* Verify proper GL codes are used during PO creation. Correct POs if necessary.
* Create MRO catalogs in the MRP system for more efficient data entry during PO creation.
* Receive ordered MRO items in the MRP system.
* Ensure vendors are invoicing RSR in a timely manner (RNI)
* Dotted line management responsibility for all Purchasing Associates in the region. Responsible for the output, performance and accuracy of the team.
* Support of the Purchasing Associates team by coaching, directing and supporting the employees.
* When required, create purchase orders, receive material and ensure it is properly placed in inventory.
* Ensure proper communication channels are created and maintained with the purchase requesters about the status of their order.
* Responsible for all parts and services orders required to ensure a smooth and orderly operation and project delivery.
* Ensures that the proper authority approves all requisitions. Reviews all requisitions sent to Purchasing and purchases based on priority.
* Monitors local, regional, and national contracts to ensure vendors maintain contract pricing, proper inventory levels as stated in the contract along with all specific terms pursuant to the contract are maintained.
* Solve invoice price issues and claim the order warranty.
* Ensures that the best prices are used for all items including national, regional or local contracts.
* Responsible for creating systems and S.O.P.s for all purchasing activities including inventory controls as well as min/max inventory and efficiency turns
* Responsible setting up and maintaining a system for effective inventory control of all critical spares, wear parts and stock items including physical counts with explanations of any deviations.
* Responsible for maintaining all purchasing related records according to company policy.
* Any other duties assigned.
* Core Competencies:
* Superior PC skills.
* Workable knowledge of Microsoft Office suite products.
* Sound oral and written communication skills.
* Ability to operate independently and "self-manage" projects, true multitasking.
* Highly organized and process oriented.
* Strong analytical and reasoning abilities.

**Qualifications:**

University degree in business and minimum 5 years of experience. SCMP Certification is an asset.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to sit long periods of time.

**Disclaimer:**

The above statements are statements are intended to describe the general nature and level of being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills.

**Other details**

* Salary: 90-110K annually
* Job Start Date: As soon as possible