

## CAREER OPPORTUNITY

### POSITION **Jr. Buyer – Purchasing**

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#### **People: Our Strength, Our Future**

A career at Black & McDonald will grant you the opportunity to contribute to our culture of continuous improvement, help reinforce our values and shape our contribution to community, and drive our continued success. Our vision is to be the best company to work for; the best company for safety, quality and value; the best company for customer service; and the best company for technical expertise.

#### **Position Summary**

Black & McDonald Limited is actively seeking a Junior Buyer located in Markham, Ontario to provide customer service to site/office personnel and will participate in proper flow of paperwork and information. You will procure and place orders for goods and materials, make recommendations and suggest options to Purchasing Manager regarding expected or unexpected material shortages, and make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization. The Junior Buyer will also be involved in the negotiation of agreements for products based on estimating takeoff, site input and project specifications. You will establish and maintain vendor relationships in a positive manner all in an effort to avoid problems and to improve the overall profitability of the project.

#### **Duties & Responsibilities**

- Develop and maintain business relationships with suppliers and internal customers
- Prepare and issue proposals (i.e. RFQs and RFPs) with direction from Sr. Buyers
- Deliver purchasing support for the expediting, logistics, and material controls groups by ensuring that contractual requirements are fulfilled by suppliers
- Processing of daily internal customer requests for materials and services through JD Edwards system
- Tracking of material Purchase Orders to ensure on-time delivery
- Liaison between Purchasing, Accounts Payable, Field Operations and Vendors with emphasis on invoice troubleshooting and resolution
- Provide information and interpretation for purchasing policies, procedures and advice on ethical and professional purchasing practices for internal customers
- Complete procurement activities (purchase orders, expediting, quotations, sourcing, etc.) accurately and in a timely manner
- Create/Issue PO's based on Material Requisitions or Bills Of Material (BOM), Invoices or other means
- Make adjustments to existing PO's as required by procurement staff, Project Management or Accounts Payable
- Data entry as required
- File and maintain procurement records
- Build and maintain spreadsheets / databases for tracking procurement activities as required
- Reconcile differences between committed costs on a purchase order and invoice

#### **Competency Requirements**

- Maintains a professional demeanor at all times with fellow employees, vendors, sub-contractors and clients
- Ability to cope under pressure and maintain focus, dealing effectively with setbacks while remaining positive
- Portrays a positive image and motivates colleagues at all times to ensure continued success
- Embraces change and always willing to adopt new practices
- Holds self and others accountable
- Ability to approach problems logically, under pressure and seek innovative solutions
- Communicates effectively (verbally and written) at all levels within an organization and with external parties including enforcing authorities
- Understands the needs and perspectives of both internal and external customers
- Promotes teamwork and collaboration
- Values and respects others, encourages and supports diversity
- Ability to work independently with limited supervision

**Education & Skill Requirements**

- 1-3 years of buying experience. Previous buying experience in the construction industry would be an asset
- College diploma in business administration or related discipline
- Excellent communication and negotiation skills
- Strong oral and written skills
- Solid team player with positive attitude and willingness to learn
- Computer literate with Excel and MS Office (proficiency in JDE an asset)

Please apply online at <https://erecruiting.blackandmcdonald.com:443/Pages/201791232.aspx>. If this is an internal candidate, please advise your supervisor prior to applying.

For a complete listing of all available Black & McDonald career opportunities visit <http://www.blackandmcdonald.com/>.