

Job Identification

Employee Name:**Job Title:** Steel Buyer**Division:** Bailey Metal Products Limited – Concord**Reports to:** Director of Steel Procurement**Revision Date:** July 19th, 2021**Job Purpose Summary**

Reporting directly to the Director of Steel Procurement, the Steel Buyer is responsible for transactional support and procurement of steel needed to support our organizations. The incumbent must be capable of maintaining a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, supervisors and other key stakeholders of the company.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Spot purchasing of steel that meets the specifications and requirements of the company and end user.
- Responsible for third party processing orders such as; cut to length, pickling, outside storage etc.
- Analyze and act on non-mill prime and secondary opportunities.
- Identify areas of opportunity (cost savings/inventory reduction).
- Integrate purchases into SAP/Stratix as well as backing up others when needed. This also includes receiving support in SAP/Stratix.
- Analyze and evaluate materials and products, identify and investigate suitable vendors and distributors.
- Provide support to others on the procurement team.
- Ensure a high level of customer satisfaction with both internal customers and vendors.
- Negotiate, review and analyze purchase orders from start to finish.
- Provide accurate costing for purchased items.
- Review requisitions, issue requests for quotation (RFQs), issue purchase orders, handle expedited orders, coordinate delivery terms, and communicate with internal customers and external vendors.
- Assist the Procurement Department with various projects, including but not limited to: spend data analysis, transaction reduction, and market analysis.
- Process, manipulate, and analyze relevant data to understand and evaluate supplier performance, opportunity for transaction efficiencies, and recognize cost savings opportunities.
- Manage multiple internal customer requests (e.g., for plant and office supplies, etc.) and prioritize requests with guidance.
- Develop and maintain a competent supplier base to ensure quality goods and services.
- Monitor supplier quality and service and resolve associated issues.

- Resolve the daily tactical supply chain issues: backorder resolution, open order expediting, lead time management, supplier production issues, etc.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understand, support and adhere to the company’s health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
- Participate in the company’s quarterly inventory count.
- Other responsibilities and accountabilities as assigned.

Qualifications

- 3 to 5 years related experience in manufacturing/production environment.
- Experience purchasing steels is required.
- Experience with SAP and or Stratix.
- Purchasing Management Association of Canada (PMAC) is an asset.
- Metallurgical experience is an asset.
- Excellent verbal & written communication skills, decision making and sound judgment.
- Excellent negotiation skills, decision making skills, problem solving, organizational and analytical skills.
- Post Graduate degree is an asset.
- Strong knowledge of Excel, and Microsoft Office.
- Excellent attention to detail and time management.
- Collaborative in nature, yet self-motivated.
- Ability to work under pressure, multi-task and alter focus when necessary.

Working Conditions

- Travel as required.
- Overtime as required.

Declaration

I, _____ understand and accept the responsibilities and accountabilities stated in this job description.

Signature

Date