



Avcorp designs and builds major airframe structures for some of the world's leading aircraft companies, including Boeing, Bombardier, and Cessna. With 50 years of experience, more than 800 skilled employees and 385,000 square feet of facilities Avcorp offers integrated composite and metallic aircraft structures to aircraft manufacturers, a distinct advantage in the pursuit of contracts for new aircraft designs, which require lower-cost, light-weight, strong, reliable structures. Avcorp is a Canadian public company traded on the Toronto Stock Exchange (TSX "AVP"). More information is available at <http://www.avcorp.com/>.

## BUYER

Reporting to the Purchasing Team Lead, the Buyer is responsible for ensuring the continuity of supply of goods, while driving continuous cost and quality improvement, the preparation and issuance of RFQ's and RFP's; along with the negotiation of such proposals. The ideal candidate is detail-oriented, possesses strong analytical skills, has the ability to multi-task and prioritize workloads and thrives in a fast-paced manufacturing environment.

## RESPONSIBILITIES

- Determine purchase requirements by reviewing inventories and purchase requests from MRP and other sources
- Obtain quotes by forwarding requirements to suppliers
- Ensure material availability by tracking and expediting delivery
- Resolve discrepancies by comparing purchase orders to delivery documentation to obtain credits and refunds
- Maintain historical records by filing and retrieving purchasing documents
- Resolve supply and quality issues with suppliers
- Support the assessment and selection of suppliers from the applicable cross-functional internal representatives
- Ensure purchase orders and purchase order changes and renewals conform to contract terms
- Identify supply shortfalls and communicate these gaps along with a contingency plan to managers and other internal customers
- Review cost performance of existing programs
- Monitor and report supplier performance
- Ensure invoicing and shipping directions are accurate
- Conduct regular program evaluation
- Identify cost savings initiatives and support the cost reduction plans for new and existing materials
- Work in a team environment with manufacturing, engineering, quality, and suppliers to reduce costs, improve on time delivery, and improve quality
- Ensure supplier manufactures to current configuration, documentation and data control
- Other duties, as assigned

## QUALIFICATIONS

- Preferably a college diploma or University degree in Commerce, Business Administration, or Supply Chain Management or the equivalent combination of experience and education
- Enrollment in PMAC or CAPICS considered an asset
- Must have 3-5 years experience in the preparation of RFQ's, RFP's and Agreements in a manufacturing environment
- Must have a minimum 2 years proven experience in negotiating
- Must have minimum 3 years MRP purchasing experience
- Experience with analysis and forecasting of material requirements and a good understanding of manufacturing costs
- Familiar with production processes, particularly JIT system Kanban, and Lean
- Knowledge of MRP systems; BaaN considered an asset
- Proficiency in MS Excel and Word required
- Must have excellent interpersonal, communication and organizational skills
- Experience in aerospace manufacturing considered an asset

Avcorp offers a competitive compensation and benefit package, while fostering equal opportunity employment. Please email resumes to [recruiting@avcorp.com](mailto:recruiting@avcorp.com) and insert "Buyer" in the subject line. We thank all applicants in advance but advise that only those under consideration will be contacted.