



CAREERS AT IRD

BUYER

Department: Manufacturing

Receives Direction From: Director of Manufacturing

Summary of Position:

The role of a purchasing agent is to procure materials based on demands identified by an MRP System and demands that are external to the MRP System. They will interface with various departments, including manufacturing, engineering and project management.

Responsibilities May Include:

- Procurement of inventory based on the demands identified by the MRP system and any demands that are external to the MRP System
- Procurement of subcontract services
- Expedite as required to ensure timely delivery of purchase orders
- Sourcing of vendors for identified parts
- Assist in the negotiation of price and terms with the vendor
- Work with other departments in ensuring effective team work

Skills Required:

- A commitment to working in a team environment
- Good written and verbal communication skills
- A results oriented individual with the ability to effectively manage multiple priorities
- Proficient in Microsoft Office software
- Superior customer service focus
- Demonstrated organizational skills
- An understanding of the processes involved with an Engineering/Manufacturing company
- Knowledge of the requirements needed to uphold an ISO 9001 Quality System designation
- Knowledge of inventory management systems and manufacturing planning tools
- Knowledge of lean manufacturing concepts

If you are interested in applying at IRD, a resume should be forwarded in confidence to Human Resources at **702 43rd Street East, Saskatoon, SK S7K 3T9**, fax: **306-653-6609** or email: jobs@irdinc.com



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Education and Experience:

- A degree or diploma in a field relevant to procurement i.e. APICS, PMAC or an equivalent combination of education and experience
- Minimum of 3 years experience in procurement and supply chain management in a manufacturing environment
- Experience with an MRP system

Please indicate position '**M-BU1006**' in your cover letter and subject line.

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no later than **Friday, June 18th, 2010.**

If you are interested in applying for this position, your resume can be submitted in confidence by mail, fax or e-mail to the information below.

**International Road Dynamics Inc.
702 43rd Street East
Saskatoon, Saskatchewan S7K 3T9
E-mailed - jobs@irdinc.com
Fax: 306-653-6609**