

Purchaser (Lumber)



The Organization

The All-Fab Group of Companies is recognized as one of the leading building component suppliers within Western Canada. The company has five manufacturing sites and operations in Manitoba, Saskatchewan, and Alberta. Working with contractors, regional dealers, residential and commercial builders from all regions of Western Canada, The Territories, and the Northern U.S. The All-Fab Group is committed to providing the best possible solution to our customers, allowing them to *Build with Confidence*. All-Fab engages and develops exceptional people who support our reputation for delivering consistently excellent customer service in all that we do. We continually invest in people, process, equipment, and technology to ensure continued success in the building industry.

The Opportunity

Reporting to the Director, Corporate Procurement, this position is responsible for purchasing and managing inventory required to fulfill sales and production requirements for multiple branches across Canada. As a lumber purchaser, you will be an integral contributor to All-Fab's success. This position is a key internal consultant that is directly responsible for negotiating and sourcing accurate levels of raw materials for the organization. The ideal candidate will have strong relationship building and communication skills to effectively service internal clients and manage external relationships. This position can be located at our Head Office in Winnipeg, or any of our divisions in Western Canada.

Responsibilities:

- Maintain relationships with current vendors while developing relationships with new mills and material providers.
- Forecast procurement needs, this will include using monthly usage, historical, and forecasted sales, in accordance with company systems.
- Establish and Maintain Company Price Lists (manage vendors to ensure the best combination of quality, price, and suitability of purchased items is upheld to meet the organizations operational requirements).
- Help the General Managers and Sales staff with costing of lumber and material at time of job quotes.
- Communicate with receiving/QC personnel to ensure product is meeting quality standards.
- Conduct meetings with vendors, obtains quotations, negotiates prices and delivery dates.
- Places orders and selects proper sources of supplies, commodities, and materials to ensure most economical deliveries, etc.
- Locates new sources of supplies as necessary and keeps abreast of market and material conditions.
- Determines the adequate stocking levels for sales and distributes appropriate levels to locations. Decides level at which product must be reordered.
- Maintains pricing and item file to keep system up to date and accurate.
- Monitors discount and rebate programs; tracks rebate monies year to date purchases as required to meet established goals.

Selection Criteria:

- A Supply Chain Certificate or equivalent; a combination of education and experience will be considered.
- Experience with commodities buying in the building materials industry.
- Excellent verbal and written communication and negotiating skills.
- Strong analytical, organizational, and interpersonal skills with high degree of accuracy.
- Proven experience as a lumber purchaser and have contact with all regional lumber, panel, and engineered wood mills, as well as a working knowledge of lumber and grade rules.
- Demonstrate proficiency to manage multiple tasks, to set priorities and meet deadlines
- Strong organizational skills detail orientated and follows up on commitments
- Highly motivated and enthusiastic.
- Proficiencies with Microsoft Office and ERPs essential, experience with Epicor BisTrack would be an asset.

*Individuals interested please forward a resume and cover letter in confidence to **Morgan Sinclair** at Morgan@harrisleadership.com quoting project #40132.*