

JOB OPPORTUNITY

Color Ad Packaging is a Winnipeg based leading producer of quality commercial packaging products. We are focused on providing our customers with world-class flexible packaging solutions that are manufactured in a clean and safe work environment.

We are currently looking to hire a **Junior Buyer**.

POSITION SUMMARY

Reporting to the Procurement Manager, the Junior Buyer is responsible for ensuring the timely and efficient supply of materials in accordance with the day to day operations. This position requires an understanding of products and services related to the manufacturing process, in order to be an effective decision maker in evaluating current resources and alternative offerings.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Orders product based on actual and anticipated production needs
- Manages supplier warehoused inventory levels
- Collaborates with scheduling, sales, operations and quality to verify material requirements for orders
- Evaluates and analyzes anticipated production levels based on historical activity
- Manages information, communications and claims processing related to defective materials
- Develop and maintain supplier relationships and sourcing new suppliers for future products
- Prepares monthly reports for material usage, waste and inventory levels
- Is a member of the Color Ad's Food Safety Program Committee
- Perform other related duties and responsibilities as assigned by management

QUALIFICATIONS, SKILLS & REQUIREMENTS

- College or University Degree in Supply Chain Management or a combination of education and experience will be considered
- 1-3 years of experience in procurement position would be an asset
- Similar experience related to accounting or supply chain could be considered
- Strong analysis, planning, communication and negotiation skills
- Strong computer skills, with a proficiency in Microsoft Office, and working experience with ERP systems
- Detail-oriented, with a demonstrated ability to multi-task and manage time effectively
- Experience in an industrial, customer focused environment
- Work with a continuous improvement mind-set, adopting Lean strategies to identify and implement process efficiencies and procedures
- Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment.

Color Ad offers a competitive salary and benefits package.

If you meet the qualifications required and if the above position describes your experience and interests, please submit your cover letter and resume to the Human Resources Department by email to HR@colorad.ca.

We thank all candidates who apply, however, only those selected for further consideration will be contacted for an interview.

Color Ad Packaging is an equal opportunity employer, committed to maintaining a diverse workforce.