

Job Title: Procurement Specialist

Reports To: General Manager

Role Purpose: Key role will lead Ideal Products in establishing and executing our Procurement Strategy to enable the most efficient supply of our materials required to fulfill client, market, and industry needs. Facilitate the most economical and practical purchases aligned with our needs and core values.

Responsibilities

- Position relates to our North American material needs
- Verify quality and material standards from vendors
- Understanding of tariffs and duties that affect our business
- Establish Database of Vendors and continue to seek out new products and suppliers
- Forecasting of material requirements in collaboration with Plant Manager and Sales Teams
- Design & manage all minimum & maximum levels to optimal setpoints with support from Plant Manager and Sales
- Coordinate and monitor all inbound logistics from our vendors
- Execute procedure to qualifying vendors in accordance with our quality needs and Industry Standards in collaboration with Plant Manager
- Manage all import entries for compliance, including duty changes, classifications of the tariff Schedule, updating all databases to be current and correct
- Assist in establishing and maintaining Vendor Relationships
- Complete analytics on cost versus selling in collaboration with Leadership Team
- Lead and execute purchasing tasks to facilitate efficient supply chain based on the needs
- Analyze global and industry trends that could assist in strategic opportunities

Skills and Attributes

- Experience with Workflow and Procurement Procedures
- Education and/or experience in procurement and/or supply chain is an asset
- Strong analytical and logical thought process
- Advanced skills in coordination, communication, and collaboration both internal and external
- Strong skills set in analytical, quantitative and data analysis aptitude.
- Computer skills in Microsoft Excel and other programs
- Demonstrates enthusiasm and self-motivation
- Excellent attention to detail, combined with big picture thinking.
- Alignment to company core values