



Standard Manufacturers
Services Limited

Great People! - Great Work! – Great Company!

Standard Manufacturers Services Limited is committed to our people, systems, engineered solutions and efficient manufacturing processes. This enables us to meet the needs and provide exceptional service to our customers. Standard Manufacturers Services Limited serves the North American market specializing in Aluminium Castings, CNC Machining, Heat Treating, Fabrication and Assembly.

We are presently recruiting a **Purchaser** to join our dynamic team.

At **Standard Manufacturers Services Ltd** we advocate a value driven culture through:

- Respect for People
- Quality and On Time Delivery
- Responsive to Customers Needs
- Continuous Improvement
- Credibility and Trust
- Teamwork

Responsibilities of role:

- Prepare purchase requisitions, approve and issue purchase orders in accordance with company policy and negotiated terms and conditions
- Expedite orders and shipments as requested based on customer (internal/ external) requirements with a sense of urgency
- Work with cross functional teams regarding manufacturing capabilities, maintenance requests, materials, production schedules, and other considerations to facilitate production processes required by the customer (internal/ external).
- Maintain procurement files
- Track and analyze purchasing activity and measurements regularly to identify risks and opportunities
- Assist departments in developing and implementing purchasing strategies for products and min/ max inventory levels
- Responsible for planning, developing and buying materials, parts, supplies and equipment in a timely and cost effective way
- Dealing with suppliers and representatives in the supply chain
- Assist in establishing manufacturing plans including process routings, custom documents, and manufacturing costs
- Manage physical inventory cycle counting and reconciliation process and reports as required
- Support enhancements and continuous improvement to material planning operating systems and links

Employment Requirements:

- Post secondary education considered an asset
- 1 to 3 years experience
- Excellent verbal/ written communication skills.
- Excellent computer skills.
- Be a strong team player (ability to work with sales, operations, and production needs)
- Ability to function effectively in a high pace environment
- Excellent attention to detail

Please submit your cover letter and resume by **August 31, 2022** in confidence to:

Human Resources
Standard Manufacturers Services Ltd
691 Golspie Street Winnipeg, Manitoba R2K 2V3
or email/fax to: hr@standardmanufacturers.com or fax to (204)661 4613