



Job Title	Procurement Buyer
Department/Group	Supply Chain
Position Type	Permanent/Full Time
Supervisor	General Manager

Terragon Environmental Technologies is a leading environmental technology company that researches, develops, and commercializes appliances to enable off-grid sustainability. The company's vision is to enable the "zero-waste discharge" habitat, whereby all waste streams are used to generate valuable resources for the site that is creating the waste. More information can be found on Terragon's website – www.terraqon.net

ROLE AND RESPONSIBILITIES

- Common duties include fulfilling requests for purchasing from other departments, identifying the best offers, researching pricing & trends, collaborating with suppliers, negotiating prices, and helping the company reach its financial goals. You are also responsible for preventing production delays, reducing costs, taking orders, estimating arrival time, writing reports, and scheduling purchases.
- Be confident and efficient in aspects of the Purchasing function, procedures, and ethics of Procurement:
 - Verify the legitimacy of Purchase Requests prior to the Placement of Purchase Orders
 - Verify pricing prior to PO issuance
 - Maintain Key Process Indicators
- The Buyer must also have good communication skills to communicate internally with Engineering, Manufacturing and Quality and externally, to be able to articulate to vendors which products are needed. The Buyer will work hand-in-hand with the Inventory Manager and will report to the General Manager.
- Buyer, must be technically inclined, must have the capability to gain adequate knowledge of the technical products manufactured at Terragon and vendor products.
- Place and track Vendor Quality Surveys and maintain & respect the company's Quality Control requirements for purchasing.
- Gate keeper for NCRs
 - Forward NCRs to suppliers and follow up in KPI required time for satisfactory responses
 - Any noticeable trends (positive or negative)
 - Bring such trends to his/her supervisor for discussion and potential action



- Work very closely and be involved with Finance and Accounts Payable to: Collect, track, record and analyze all expenditures from the following areas by project:
 - Material input cost
 - Material increases by dollar, percentage and supplier
 - Labour hours as reported by manufacturing
 - Inventory management
 - Working very closely with Inventory Manager and Shop Foreman, create systems to accommodate for:
 - Inventory In/Out recording,
 - Stores management, inventory locations, min/max

EDUCATION

- Minimum CEGEP or equivalent
- Background and/or experience in Manufacturing or equivalent

SKILLS

- Understanding of import/export processes would be beneficial.
- Full Microsoft Office capability
- Familiarity with typical functionality of ERP systems an asset
- Fully comfortable in spoken and written French & English
- Valid driver's license

ADDITIONAL NOTES

QUALIFIED AND INTERESTED CANDIDATES, PLEASE SEND RESUME TO CAREERS@TERRAGON.NET. WE THANK ALL APPLICANTS FOR SHOWING AN INTEREST IN THIS POSITION. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.