



## PROCUREMENT SPECIALIST

### About Us:

Smartrend Supply Ltd., established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2018, First Light Safety Products was created as a subsidiary of Smartrend Supply Ltd. First Light, an innovative and progressive organization, incorporates LED technology into essential safety indicators to improve the visibility of school buses, thus increasing the safety of drivers and passengers of buses and other motor vehicles. Both organizations share a 29,000 sq ft, state of the art manufacturing facility.

### Summary:

As a **Procurement Specialist**, you will ensure the production line is fed with qualified material in a timely manner. You will research and qualify new sources that will improve the company's bottom line, while building strategic supplier partnerships. The ideal candidate is detail-oriented, thrives in a fast-paced environment and appreciates the challenge of developing and improving processes.

### Detailed Duties & Responsibilities:

- Sources, evaluates, and negotiates price, delivery, technical and quality requirements with new and existing suppliers
- Purchase mechanical (machined, sheet metal, plastics, castings, etc.) and electronic parts
- Negotiate contract terms of agreement and pricing
- Expedite and track orders to ensure timely delivery
- Perform data analysis to identify cost savings opportunities
- Negotiate with suppliers to reduce costs, receive discounts and achieve most cost-effective mode of transportation
- Enter purchase order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Develops and implements strategies for procuring goods and maintaining stock levels
- Assist in development and maintenance of purchasing documentation (SOP, Work Instructions, Checklists, etc.) to reflect current work and system practices
- Utilize JIT and KanBan methodologies
- Coordinate with warehouse staff to ensure proper storage



### **Knowledge, Skills, and Abilities Required:**

- Administer RFP and RFQ bids to bidders, document bid results, assist on sourcing projects
- Experience reading engineering drawings
- Experience with low cost country sourcing is preferred, although not required
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)
- Excellent communication and organizational skills, strong attention to detail
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses
- Strong analytical and negotiation skills
- SCMP designation or minimum 5 years of experience in a manufacturing purchasing environment
- Other duties as required

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

*We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.*