



PROCUREMENT SPECIALIST

ABOUT Us:

Smartrend Manufacturing Group (SMG), Inc., established in 2004, is a leading supplier of customer-specific engineered parts and assemblies for transportation industries and general industrial applications. In 2018, First Light Safety Products (FLSP) was created as a tradename under SMG, to pioneer self-contained illuminated safety products for the pupil transportation industry. In the years since FLSP has emerged as the market leader for Illuminated School Bus Signs and Fully Illuminated Stop Arms and pursued exclusivity over its products and technologies through considerable investment in proprietary know-how and patent protection.

SUMMARY:

The **Procurement Specialist** is a highly motivated, self-driven, intelligent, capable, self-confident individual who excels in a fast-paced environment. They have strong leadership, planning, and communication skills. This individual is able to spot gaps and likes to tackle the problem with thought and deliberate execution. The successful candidate is a collaborative self-starter, quick thinker, and results-oriented.

DETAILED DUTIES AND RESPONSIBILITIES:

- Identify and evaluate potential suppliers based on product requirements
- Collaborate with cross-functional teams to determine supplier selection criteria
- Prepare request for proposal, request for quotes and negotiate contracts, purchase terms and conditions
- Collaborate with our teams in Canada and overseas to ensure timely start of production for new sourced components
- Proactively identify opportunities for supplier development, cost reduction, process optimization and other continuous improvement opportunities
- Develop strong relationships with supplier through regular communication, site visits and performance reviews
- Manage supplier risk and develops strategies to resolve issues and/or concerns
- Analyze industry and demand trends and support senior management with the development and implementation of sourcing strategies.

Smartrend Manufacturing Group

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First Light Safety Products

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven work experience as a Procurement Specialist or similar role
- A bachelor's degree in business administration, supply chain management or a similar field preferred
- Strong understanding of procurement processes, supplier management and negotiation skills
- Excellent communication, interpersonal and analytical skills
- Strong problem solving skills
- Skilled multi-tasker, capable of balancing shifting priorities to meet deadlines
- Solutions oriented, critical thinker, committed to meeting internal and external customer expectations
- Technologically advanced with strong computer skills and capabilities in Microsoft Word, Excel, PowerPoint, and purchasing and resource planning systems.
- Ability to prioritize and manage multiple projects simultaneously
- Project management skills are an asset
- Work well under pressure and under tight timelines
- High level of organizational skills, detail-oriented, and analytical
- Must possess excellent communication skills to collaborate with customers and multiple-disciplinary teams
- An energetic, diligent work ethic and able to work with little supervision
- Able to travel within Canada, the USA, and internationally, 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:

- Starting salary of \$60,000 to \$70,000, depending on experience
- Group Insurance Plan with Health Spending Account
- Paid Vacation
 - Includes company paid shutdown from Christmas to New Year
- Matching RRSP program

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