



Procurement Analyst

Contractual position: Maternity leave replacement

Contract period: May 2012 to July 2013

Position Summary

The Procurement analyst is responsible for an equal mix of purchasing goods and services according to the company's buying guidelines, inventory management, and requirement planning.

The incumbent will also lead negotiations, relationships and evaluation with suppliers and recommend actions related to inventory management. He will work closely with Finance, QA, Regulatory affairs, Marketing and Sales to ensure adequate communications, data integrity and prompt corrections if necessary.

In addition you will be responsible for implementing policy and procedures within the department.

Reports To

Logistics manager

Specific Responsibilities

1. Negotiate delivery dates, quantities and the appropriate transport mode and ensure proper parameters in SAP.
2. Launching new product that are going to be in the procurement analyst portfolio after the launch.
3. Determines the required quantities and delivery dates to meet specific needs and authorizes purchase orders accordingly.
4. Evaluates suppliers for performance, quality, and cost.
5. Release purchase orders on approved suppliers in a timely manner.
6. Create purchasing/capacity plans to support customer orders and forecasts.
7. Performs all steps in procurement process with extreme accuracy and care to avoid economic loss.
8. Attend every month the operations meeting.
9. Lead and prepare QA meeting every week.
10. Training between procurement analysts when needed.
11. The procurement analyst is responsible of all of is portfolio product on every aspect (purchasing, returns, BO's, Eccnet, specification, forecast or any other issues.

12. Communicate label revisions to suppliers and circulate them for internal approval.
13. Keep track of revisions to packaging components for future reference.
14. Communicate warehouse specifications to suppliers and obtain approval for all case and shrink labels.
15. Ensure that all suppliers are complying with our warehouse specifications.
16. Prepare purchase orders for promotional materials.
17. Fill out necessary documentation for product launches.
18. Assist in the preparation of reports, such as monthly inventory sales reports, forecast and product allocations.
19. Responsible to update all system data (contact information, prices, suppliers, etc).
20. Responsible for tracking and announcing all the UPC and artwork changes.
21. Implementing policies and procedures within the department when needed.

Characteristics of a Good Candidate

1. Leadership

A successful candidate must be able to demonstrate (consistent with relative experience and assigned responsibilities) a proven ability to recognize opportunities, form a vision of what can be achieved and then challenge self or others to achieve breakthrough results. The candidate should demonstrate the potential to continue to develop their leadership skills in order to assume progressively greater responsibility within the company.

2. Priority Setting

A successful candidate must be able to handle multiple priorities well. He must be able to define who his customers are (both internal and external), seek to understand their needs and to set priorities with those in mind. The candidate will be able to recognize the most important issues, make effective plans and get resources in place to achieve key objectives.

3. Problem Solving / Analytical Skills

A successful candidate must demonstrate an ability to sort through complex data, gather relevant view points, identify important issues and make well-reasoned and actionable recommendations based on the findings. The candidate must be able to recognize developing problems and effectively deal with them in the pursuit of his objectives.

4. Initiative and Follow Through

The candidate must be able to demonstrate an ability to get going on important priorities, overcoming obstacles and taking appropriate risks in order to keep projects moving towards objectives. He should be able to demonstrate a record of setting specific, stretching objectives within their assigned area of responsibility and achieving or exceeding them.

5. Well-refined People Skills

The candidate must possess well-refined interpersonal skills that will allow him to effectively function in a fast-paced, heavily people oriented, team environment.

Candidate Profile

Required

Asset

Education:

- Bachelor's degree in commerce, POM or related discipline.

Experience:

- Possess negotiation skills
 - Requirements ability to work under time constraints/ pressures.
 - Comfortable and effective at communicating at all levels.
- 1-2 years of work experience.

Other:

- Good knowledge of Microsoft Office Suite and strong computer skills.
 - Perfectly bilingual.
- Knowledge of SAP/R3 software Material Management module.

Compensation

- Competitive wage based on level of skills and experience in connection with the position.
- Group Insurance Plan for contractual temporary employees (medical and dental expenses, life insurance, etc.).