

Materials Planner/Buyer

Holland Landing, Ontario

About Us

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

About the Role

The primary purpose of the Materials Planner/Buyer position is to support manufacturing or production by ensuring that all purchased materials and subcontracted services meet the needs of the business and conform to specified requirements.

Primary Tasks & Responsibilities

- Act as a liaison between the vendor and our company using an online computer system.
- Possess above average technical knowledge of the firms purchased and manufactured products and their application.
- Check, clarify and release all orders and schedules in accordance with ISO procedures.
- Ability to get results from vendors, act as primary contact and maintain vendor files on products, in-house inventories, non-conformances etc.
- Assist customer's service with general product information with concern to purchased items.
- Convert approved department requisitions into purchase orders and send to vendor.
- Investigate purchase order issues that arise in Accounts Payable by tracking item down and ensuring that vendor should receive payment.
- Verify inventory on the floor – ensure inventory is accounted for and search through any discrepancies.
- Demonstrate the ability to handle difficult and often changing situations.
- Assess when issues arise that require escalation and escalate to the appropriate party.
- Make cooperative efforts to achieve department and company goals, help co-workers by sharing knowledge, skills and psychological support.
- Other duties as assigned by your manager.

Knowledge, Skills, Abilities & Education

- General knowledge of purchasing and scheduling practices – buying, expediting, problem solving.
- Strong knowledge and understanding of computer systems.
- Solid understanding of BOM structuring, in a manufacturing environment.

- Familiarity working with MRP in a JIT environment.
- Excellent verbal and written communication skills.
- PMAC, APIC or equivalent experience.
- Minimum 2 years purchasing experience.
- Interpersonal skills and strong verbal and written communication.
- Comfortable dealing with people at all levels throughout the organization.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**