



Job Description

Creation Technologies is looking for a Procurement Specialist!

DUTIES/ RESPONSIBILITIES include, but not limited to:

- Manage ERP purchase order release function for production and new product launch.
- Manage purchase order actions (reschedules, cancels, expedites, confirmations).
- Establish purchasing automation (blanket purchase orders).
- Manage suppliers (forecasting, metrics, performance, selection, quality audit, Low Cost Region purchasing).
- Cost reduction planning and execution.
- Maintain and setup parts in ERP system (Lead Times, Price, MOQ, Supplier).
- Create material purchase authorizations for customers (pricing, NCNR and pipeline liability maintenance).
- Collect and report on component level PPV performance.
- Manage end of life and difficult to source parts in the market.
- Manage quarantine items and returns to suppliers (supplier quality, ensuring credits are received, react to receiving issues & discrepancies, disposition NCRs).
- Manage and review contract adherence.
- Limited quoting and sourcing of components.
- Provide support to the Customer Focus Team and Material Specialist as required.

QUALIFICATIONS:

- Post-secondary education in Operations, Inventory or Purchasing Management.
- ERP system (Oracle) experience within a Supply Chain environment.
- Excellent English communications skills, both written and verbal.
- Organized, self-motivated team player, able to work well under pressure.
- Good administrative skills.
- Intermediate knowledge of MS Excel.

- Minimum 3 years purchasing experience within the electronics industry.
- Lean Supply Chain experience beneficial.

ABOUT CREATION:

The Creation Difference – The People!

We are an Electronic Manufacturing Service (EMS) Provider. We provide high-mix, high-complexity, start-to-finish manufacturing and supply chain solutions to companies in the Industrial Controls, Instrumentation, Medical, Communications, Transportation, Military/Aerospace and Safety & Security industries.

Our culture of excellence has attracted leading talent, working together as part of multi-disciplinary, Customer-Focused Teams. Professionals from engineering, program management, supply chain management, test, quality assurance and production provide end-to-end value excellence.

If your goal is to be part of a bold, entrepreneurial and diverse team, where you are empowered to make a difference and your hard work is recognized and rewarded, then Creation Technologies is looking to invest in you.

Come and develop your career while enjoying our fantastic culture that promotes mutual respect, integrity and teamwork. At Creation, we know it is our people who make us a leading global Electronics Manufacturing Services provider and one of the top 50 Technology Companies in Canada.

We believe in working hard and playing hard! If this sounds like a company you want to work for than we want you to come create **your future** with us!

Job Type: Full-time