



Metalumen Mission:

“Building trust by providing superior service throughout the entire customer journey, becoming a true partner in bringing ideas to light”

The Goal of Metalumen Manufacturing is to become the leading manufacturer of architectural lighting products in North America. We will deal honestly and fairly with our customers and fellow employees. We will endeavor to provide the highest levels of quality throughout design and manufacturing. Outstanding customer service and reliability are essential in all actions of the employees of this organization.

Position Title: Buyer

Department: Supply Chain Management

Supervisor: Supply Chain Manager

Position Summary

Reporting to the Supply Chain Manager, the incumbent will perform purchasing duties related to the acquisition and procurement of raw material, maintenance spare parts, and supplies required by Metalumen to carry out its production and machining activities and meet delivery commitments.

Primary Responsibilities

- Using the computerized system, prepare purchase requisitions and purchase orders for all raw material, maintenance spare parts, supplies and services for the Company.
- Distributes copies of purchase orders raised according to established procedures.
- Negotiate best price, delivery, terms of payment and purchase conditions, price escalation, and other factors impacting costs.
- Maintain current data in the business information system concerning contacts, suppliers, discounts, terms of delivery and quantity discount pricing.
- Assist in managing ongoing inventory levels of all raw materials, spare parts and finished goods.
- Maintain accurate records of all material purchased.
- Evaluate and recommend changes to the purchasing system and implement approved changes.
- Other duties as required.

Required Qualifications and Experience

- College/University Degree in Materials Management, Procurement or Supply Chain Management
- Minimum of 2 - 4 years of experience in a manufacturing environment preparing purchase orders, expediting and scheduling.
- Proven results in driving supplier improvement and implementing cost reduction programs
- Thorough working knowledge of computerized business systems including ERP.
- Superior organizational and time management skills.
- Good interpersonal and communication and follow up skills.
- Handle differences, conflicts, and negotiations in an effective and professional manner
- Can-do/take-charge attitude
- Ability to meet deadlines and manage priorities
- Superior negotiation skills

570 Southgate Drive
Guelph, Ontario N1G4P6
Mailing Address: Post Office Box 1779
Guelph, Ontario N1H 6Z9

T 800.621.6785
T 519.822.4381
F 519.822.4589

www.metalumen.com

We sincerely thank all applicants for the interest in this position, however due to the volume of the resumes, we will contact only candidates that closely match the requirements of the position.

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources at of any accommodation you may require.