



Job Title:	Junior Buyer	Job Category:	Electrical Construction
Department:	Purchasing	Hours	40/week
Location:	St. Catharines	Travel Required:	Occasionally
Salary Range:	\$50,000–65,000/yr	Position Type:	Full-Time
HR Contact:	Kelly Braun	Date Posted:	January 2024
Will Train Applicant(s):	Depends on Applicant's Qualifications	Posting Expires:	N/A
External Posting URL:			
Email: resumes@kraun.ca	Mail: Kraun Electric Recruitment Department 45 Wright Street St. Catharines, ON L2P 3J5		
Our Values - SPARK			
Our company values are at the core of everything we do. How we do our work is equally important as what we do for work. We hire people who align with these values. We call them our SPARK values.			
Job Description			
<p>We are a growing electrical contracting company specializing in construction and service work. We seek a dedicated and knowledgeable buyer to join our team. This position is crucial in ensuring that our projects and service work have high-quality electrical materials that are competitively priced and delivered on schedule.</p> <p>Kraun Electric procures millions of dollars of materials for our projects and service departments. The Buyer will ensure that material supply is uninterrupted through inventory control, ordering procedures and maintaining delivery schedule(s).</p> <p>If you have a strong background in procurement and want to work with a great team of people, we invite you to apply for this exciting opportunity.</p>			
Role and Responsibilities			
<ul style="list-style-type: none"> ▪ Research, source, and procure electrical materials and equipment required for projects and service work ▪ Build strong relationships with vendors, negotiate pricing, and secure favourable terms and conditions ▪ Ensure all procured materials meet specified quality standards and comply with applicable industry regulations and codes ▪ Collaborate with team members to ensure timely materials and equipment delivery to meet project deadlines. ▪ Stay current on delivery schedule(s) and proactively follow up on any changes and communicate updates to various stakeholders ▪ Continuously evaluate market trends, monitor material costs, and identify opportunities for cost savings without compromising quality or delivery timelines 			

- Maintain accurate records of all procurement activities, generate reports, and regularly update management regarding purchasing status and potential issues.
- Enter data, including inventory information on various software/programs/databases
- Create purchase orders in line with pricing agreements and bills of material
- Execute cycle count program and other inventory management programs
- Work closely with others in the procurement function and review opportunities for continuous business improvement
- Reconcile packing slips to orders received and actively follow up on backorders
- Assist with maintaining, cleaning, and organizing the warehouse
- Process, negotiate and monitor returns of overstock material
- Professionally represent Kraun and demonstrate SPARK values consistently
- Perform other duties as assigned

Qualifications and Education Requirements

- A college diploma or bachelor's degree in Business Administration, Supply Chain Management, Electrical Engineering, or a related field is preferred. Equivalent work experience will be considered
- Relevant certifications such as Certified Professional in Supply Management (CPSM) or Certified Purchasing Manager (CPM) are advantageous
- Valid Ontario driver's license and able to provide an acceptable driver's abstract

Preferred Skills & Experience

- At least three years of experience in procurement or purchasing, preferably in the electrical or construction industry. Familiarity with electrical materials and their applications is highly desirable
- Proven ability to negotiate favourable pricing, terms, and conditions with suppliers
- A meticulous approach to reviewing product specifications, ensuring accuracy in purchase orders, and verifying delivery quantities
- Ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines in a fast-paced environment
- Excellent verbal and written communication skills to interact effectively with vendors, project managers, electricians, and other stakeholders
- Comfortable working with procurement software, inventory management systems, and MS Office Suite (Excel, Word, and Outlook)
- Familiarity with electrical materials and equipment used in the electrical contracting field is advantageous
- Ability to analyze pricing data, market trends, and supplier performance to make informed procurement decisions
- Understand supply chain processes and logistics to optimize material flow and minimize disruptions.
- Possess well-developed analytical, decision and critical thinking skills
- Able to problem solve, work independently and meet deadlines by managing work volume, tasks and time efficiently and is flexible in work approach
- Able to operate or comfortable learning to operate a forklift

Working Environment & Physical Demands

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration for extended periods

- Open-concept workspace in a professional office environment
- Occasional work in a warehouse atmosphere (e.g. inventory counts)
- Capable of lifting and carrying a minimum of 40 pounds without assistance

Tools Provided

- Computer technology to work effectively
- Professional training courses as deemed helpful