

Sr. Buyer

Intelligent Wellhead Systems (IWS) is currently seeking a full-time, permanent experienced Sr Buyer to join our Calgary team. IWS designs, tests, manufactures, and deploys proprietary and unique digital safety and efficiency workflow technologies for oil and gas well completion operations. The company's inVision™ Technology Platform helps oil/gas and oilfield service companies reduce operating risk, lower the total cost of operations, and improve uptime. IWS, a privately owned technology and services company, is backed by Pason Systems Inc. ("Pason") (TSX: PSI). www.intelligentwellheadsystems.com

IWS is seeking a highly motivated and experienced Sr. Buyer to support our Manufacturing team at our Calgary shop. As a Purchasing agent for the organization, the Buyer will research, evaluate, and buy products to meet our daily operational needs. The ideal candidate will be astute, analytical, and a skilled negotiator and dealmaker. The candidate will work in a fast-paced environment and work with a multidisciplined support and operations team.

Essential Job Functions:

- Make purchase decisions in accordance with company procedures and regulations
- Understand inventory management techniques
- Collaborate with departments to clarify purchase requisitions, identify departmental needs, and refine and continuously improve specifications for future purchase orders
- Follow proper channels to obtain purchase authorization according to company policy
- Investigate and cultivate new sources for supplies and products
- Research and prepare bid specifications

- Issue bid requests to several potential vendors and suppliers
- Secure product samples, photos, and descriptions for departments
- Review quotes and secure the most competitive bids
- Identify and select vendors and suppliers using criteria such as quantity and quality of commodities, price, and delivery date
- Explain and clarify purchasing procedures to internal departments as well as vendors.
- Analyze purchase requisitions and review for accuracy and completion and place orders to procure requisitioned items or services
- Determine the correct method to process purchase requisitions depending on total cost, timeliness, competitive bidding, and existing contracts
- Solve problems with orders in an efficient and timely manner
- Develop profitable purchasing strategies
- Assess supplier profiles and analyze offers
- Prepare and implement effective negotiation tactics
- Manage relationships with key suppliers to maintain quality of goods, timely delivery, and compliance to terms of contracts
- Constantly review long lead time materials and place orders where needed
- Work closely with our Incoming Inspectors to review supplies to ensure quality
- Monitor stock levels
- Monitor progress of delivery schedules
- Inputting, updating, and maintaining information in our database
- Min/Max Review

- Continuously exploring and providing solutions to improve company spending and outsourcing
- Offshore sourcing would be an asset
- Involvement in annual year-end inventory, would be an asset
- Dealing with Certificate of Conformance; ROHS, REACH; Conflict Minerals, would be an asset

Experience and Academic Qualification Requirements:

- Solid understanding of supply chain and procurement procedures
- Proficient in standard MS Office software, with advanced level competency in Excel
- Excellent attention to detail
- Strong organizational, analytical, and time management skills
- Outstanding communication skills – written & verbal
- A good understanding of sourcing methodologies
- Strong negotiation skills
- Ability to work under pressure and learn fast
- A team player who possesses a can-do attitude
- Post-Secondary degree or diploma in Business Administration, Supply Chain Management or a related field
- Minimum of 5+ years working as a Buyer-Purchaser, preferably in manufacturing
- Demonstrated experience purchasing components, request for a quote, sourcing, expediting orders
- Demonstrated experience in supplier management - building relationships, conducting evaluations, monitoring non-conformances
- Solid inventory Management experience - performing monthly analysis reports, cycle counts, review of stocking levels
- Experience in electronics manufacturing will be considered a strong asset
- Experience with purchasing and sourcing electrical components will be considered a strong asset
- Experience reading data sheets

- Enthusiastic with reviewing procedures and finding opportunities for improvement to the processes

Job Types: Full-time, Permanent

Benefits:

- Casual dress
- Dental care
- Extended health care
- Paid time off
- Vision care

Schedule:

- 8 hour shift
- Day shift

Education:

- Secondary School (preferred)