



Reports To

President/Owner

Job Title: Purchasing Manager

Company Overview: We are a project-based capital equipment and pressure vessel manufacturing company specializing in custom fabrication to precise customer specifications. Our expertise includes welding, drilling, milling various steels and alloys, and assembling components in compliance with ASME code standards. We seek a detail-oriented and proactive purchasing manager to join our team and support our sales and executive teams in optimizing procurement processes and ensuring project profitability.

Job Summary: The Purchasing Manager will be critical in securing materials, subcontracted services, and supplies essential for fulfilling customer orders. In this role, you will gather quotes, manage supplier relationships, negotiate contracts, and work closely with the sales team to provide accurate cost estimates. Additionally, you will support the team by analyzing job costs to determine project profitability or loss, ensuring that all purchasing activities align with the company's goals for quality, cost-effectiveness, and timely project delivery.

Key Responsibilities:

- **Quotation Support:** Obtain competitive quotes for materials and subcontracted services to support the sales team during the bidding and estimation phases.
- **Procurement of Materials and Services:** Purchase necessary materials, consumables, and subcontracted services, ensuring adherence to project timelines and budget constraints.
- **Cost Analysis:** Assist the team in evaluating job costs to determine profitability using detailed cost analysis and reporting.
- **Vendor Management:** Build relationships with suppliers, contractors, and other third-party vendors to ensure quality, reliability, and competitive pricing. Strategically identify and on-board new suppliers.
- **Negotiation and Contract Management:** Negotiate favourable terms and pricing with suppliers and contractors, establish contracts and agreements as required, and optimize project cash flow.
- **Supplier Evaluation:** Develop and utilize supplier scorecards to track performance and maintain quality standards.
- **Inventory and Resource Planning:** Monitor inventory levels, forecast material needs for upcoming projects, and manage stock to avoid delays.
- **ERP and Process Improvement:** Support the development and enhancement of the ERP system for procurement automation and process efficiency.

- **Compliance and Quality Assurance:** Support the Quality Department in ensuring all purchased materials and services meet ASME code requirements and other industry standards.

Core Competencies:

- **Analytical Thinking:** Ability to perform cost analysis and profitability evaluations.
- **Communication Skills:** Strong written and verbal communication skills for effective vendor and team interactions.
- **Negotiation Skills:** Proven negotiation abilities to secure the best terms with suppliers and balance cost-effectiveness with high quality and service delivery standards.
- **Project-Based Experience:** Familiarity with capital equipment and pressure vessel manufacturing, particularly in a custom, project-based setting.
- **Technical Knowledge:** Understanding material specifications, fabrication techniques, and ASME code requirements.
- **Strategic Sourcing:** Conduct market and supplier analysis to identify and engage with potential suppliers. Lead sourcing initiatives focused on building long-term supplier relationships to optimize cost, quality, and service.

Skills and Qualifications:

- Experience in project-based or custom metal fabrication, with knowledge of pressure vessels, capital equipment, and various steel/alloy materials.
- Strong knowledge of procurement processes, supplier negotiation, and inventory management.
- Proficiency in cost analysis, budgeting, and ERP systems.
- Familiarity with ASME code requirements for pressure vessel manufacturing.
- Excellent organizational skills and ability to manage multiple projects simultaneously.
- Collaborative team player who works effectively with sales, production, project management, engineering and executive teams.

Work Environment:

- Primarily office-based, with regular interaction on the shop floor.
- Occasional overtime to meet project deadlines.
- Exposure to a manufacturing environment
- Some travel to local suppliers and customers may be required.