



CANADA'S PREMIER CHOCOLATIER SINCE 1873

Ganong Bros., Limited

Purchaser

Job Posting #P092016

Established in 1873, Ganong has the distinction of being Canada's oldest independently family owned and operated chocolate company. To this day, the company still continues to manufacture its famous confections in the town of St. Stephen, New Brunswick. Ganong is currently seeking a Purchaser.

Position Summary

Reporting to the Supply Chain Manager, you will work closely with the operations and finance teams and will be responsible for the daily process of purchasing inventory as requested by authorized personnel.

Responsibilities:

- Develop a strong and positive rapport with all vendors
- Preparation of demand forecasts
- Negotiate and compare pricing and availability with vendors and purchasing
- Study the full product lines, becoming an expert in product knowledge
- Ensure incoming shipments, have proper customs clearance and quality documents
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices
- Monitor and follow applicable laws and regulations
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives
- Monitor shipments to ensure on time delivery and trace shipments and follow up on undelivered goods
- Confer with staff and vendors to discuss defective or unacceptable goods and determine corrective action
- Evaluate and monitor contract performance to ensure compliance
- Arrange for inbound shipments
- Negotiate inbound freight lanes
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets
- Formulate policies and procedures for bid proposals and procurement of goods and services

Qualifications:

- Business Degree or Post-secondary education in a related field
- Excellent ability to manage priorities and meet tight deadlines
- Possess a solid track record of sourcing products
- Knowledge of custom clearance experience and logistics are a definite asset
- Ability to work cooperatively within a team environment with excellent communication skills
- Knowledge and understanding of Quality Programs
- Experience with MRP / ERP systems and reports
- Very good knowledge of Microsoft Office

Interested candidates should apply before September 30, 2016 to mmccray@ganong.com

Please reference Job Posting #P092016 on your application

Ganong appreciates all applicants; however only those selected for an interview will be contacted

