

Eltec , an Element Group company , is recruiting several key positions as we expand our manufacturing footprint and increase our employment base.

Eltec is a Quebec manufacturing success, based in Val d'Or, Quebec. We will soon be celebrating our 10th anniversary with a significant investment in our manufacturing facilities and the people who build our forest harvesting equipment.

Interested candidates should apply by sending their CV directly to our Chief Operating Officer, Stéphane Bergeron: pelement@tecelement.com

Purchasing and Supply:

Responsibilities of the Purchasing Manager:

- Build vendor network
- Compare and evaluate supplier offers
- Negotiate contractual terms of agreements and pricing

Job Description

We are looking for a Purchasing Manager to purchase products essential to the day-to-day running of our company. You will review pricing and quality to ensure optimal inventory levels.

The responsibilities of the Purchasing Manager include evaluating suppliers, negotiating contracts and preparing reports (on quantities and costs, for example). In this role, you should have a good knowledge of market research, as well as strong analytical skills to ensure you identify the most profitable deals.

Ultimately, you will create and maintain good relationships with key suppliers to ensure that goods are high quality and delivered on time.

Responsibilities

- Build vendor network
- Compare and evaluate supplier offers
- Negotiate contractual terms of agreements and pricing
- Track orders and ensure prompt delivery
- Examine the quality of the products purchased
- Enter order details (e.g. suppliers, quantities, prices) into internal databases.
- Maintain records of purchased products, delivery information and invoices
- Prepare procurement reports including cost analysis
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure good traffic
- Attend trade shows and exhibitions to stay on top of industry trends

Requirements

- Work experience as a Purchasing Manager, Purchasing Agent or a similar position
- Good knowledge of supplier sourcing practices (research, evaluation and liaison with suppliers)
- Good understanding of supply chain procedures
- Strong analytical skills, with the ability to create financial reports and perform cost analyzes
- Strong Negotiation skills
- Bilingualism is an asset

We are willing and able to train people who demonstrate a willingness to learn and increase their skills.

What we offer:

- salary competitive
- Complete Insurance plan
- Employer matching contributions for retirement savings plan
- Favorable work schedule

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