



COMPANY SUMMARY:

Founded in 2008, REV's sole focus is electrical power, its generation, distribution, control, protection and safe utilization. REV is acknowledged throughout our industry as a leader in safety.

COMPANY NAME: REV Engineering Ltd.

POSITION TITLE: Procurement Manager

DEPARTMENT: Administration

REPORTS TO: VP Operations

POSITION SUMMARY:

The Procurement Manger will be responsible for purchasing of products and services, managing supplier/vendor relationships, acting as the primary point of contact for business stakeholders for the assigned products and services, ensuring on time delivery of products, and negotiating with suppliers for favourable price, quality, delivery, and payment terms. The Procurement Manager will lead the Purchasing Department and work closely with Operational Leaders to work on cost savings measures.

You will be based out of our Calgary office located at 3236 – 50 Ave SE. This position reports to VP Operations and collaborates heavily with Project Management, Design, Estimating and Production Team.

POSITION DUTIES / RESPONSIBILITIES:

- Lead purchasing team, providing support and direction
- Negotiate pricing agreements with REV vendor partners and high-volume parts
- Prepare Request for Quote (RFQ) packages and communicate with suppliers
- Lead supplier communication on all changes due to, including but not limited to; Engineering Change Orders, drawing revisions, part revisions, MRP Need Date, Push-outs and Pull-ins, Non-Conformance Reports (NCRs), Goods Receiving, etc.

- Work closely with Production team to manage alignment of PO Need Date with our Manufacturing Demand Date, ensuring timely communication of date changes between REV and suppliers
- Develop "production hot list" and prioritize supplier delivery
- Supplies timely and accurate information for both the performance cycle and global contract negotiations
- Manage Supplier delivery performance using Microsoft NAV reports and communicate with suppliers as needed
- Level-load suppliers to reduce capacity and supply risks.
- Monitor Supplier capacity and quality issues that may negatively impact fulfillment
- Champion Physical Inventory Count process and cycle count process for timeliness and inventory accuracy
- Track and manage inventory turn, inventory levels, and inventory related metrics
- Identify inventory discrepancies and drive root-cause analysis and corrective actions
- Be a subject matter expert in Microsoft NAV ERP Planning and Purchasing processes
- Responsible for assigned cost savings objective
- Support key Procurement projects as needed
- Other duties and tasks as assigned by management to ensure REV's goals and objectives are met
- Performs all duties so as to meet the responsibilities listed in REV's Safety and Human Resources Policy Manual
- Performs duties according to REV's quality system procedures and work instructions

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL POSSESS:

- Strong leadership skills
- Strong organizational and analytical skills required with an emphasis on attention to detail
- Advanced proficiency in Microsoft Suite applications (Outlook, Word, Excel, etc.)
- Ability to work calmly and effectively under pressure to meet time restraints
- Must have a positive attitude and be self-motivated
- Must be able to communicate effectively with vendors
- Demonstrated skills in negotiations and relationship building
- Ability to manage large and complex projects

POSITION QUALITIFICATIONS:

- Bachelor's degree in Supply Chain Management, Engineering, Logistics, or Business Administration is required
- Experience with global vendors (Asia, Europe, SA, etc.) is preferred

- Minimum five (5) years of hands-on Purchasing experience is required
- Experience in a large industrial manufacturing companies preferred
- Extensive experience working with manufacturing Bill of Materials, drawings, welding and paint specifications, and customer requirements is considered an asset
- Procurement certifications Supply Chain Professional (CSCP), certified Professional in Supply Chain Management (CPSM) preferred
- Experience working with financial systems such as Microsoft Dynamics NAV is considered an asset

LOCATION: Calgary, AB

START DATE: As Soon As Possible

WAGE / SALARY: Competitive Wages & Comprehensive Benefit Package

DURATION: Full-Time

ITEMS TO INCLUDE IN APPLICATION: Resume / Cover Letter

APPLICATION CLOSING DATE: Position will remain open until suitable candidate is found.

If you feel that you are uniquely qualified for this position please submit your resume and cover letter for review to <https://www.fitzii.com/apply/63527>.

We thank all applicants for their interest in this position; however, only those who most closely match REV's requirements will be contacted.

All information submitted to REV will be reviewed and remains in strict confidence.

For more information on REV please visit our company website: www.reveng.ca

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.