

Production Buyer

Formet Industries, a division of...



Company Introduction

Division – Formet Industries Location – St. Thomas, Ont.

Formet is one of the largest manufacturing employers in Southwestern Ontario producing body and chassis components for assembly plants across North America. Our 1.1 million square foot facility features industry-leading hydroforming, roll-forming, hot-stamping, robotic assembly and post-assembly coating processes. At Formet, we take care of each other and live by the motto “One Team. One Formet.”

Job Introduction

This position is responsible for establishing multiple sources to ensure continuous supply and availability of all production and maintenance materials, parts, chemicals, tooling, MRO, capital equipment, protective equipment, office supplies and equipment, services and other items to satisfy the need of all departments in the organization. The position level (Junior, Intermediate and Senior) is based on skills, abilities, experience and education.

Knowledge and Education

- College/University Diploma or Degree in either Purchasing, Engineering, Business, Materials Management.
- Possess or be actively working toward Advanced status in “Professional Programme” of SCMA/SCMAO.

Work Experience

- Minimum 2 years of purchasing experience.

Major Responsibilities

- Perform all duties and promote themselves in a manner that reflects Formet Expectations and Formet’s Visions/Values through Magna’s Employee Charter.
- Follow and abide by all government, Legal, Magna and Formet rules and regulations.
- Contribute to continuous improvement and cost reduction activities.
- Establishes multiple sources to ensure continuous supply and availability of all production and maintenance materials, parts chemicals, tooling, MRO, capital equipment, protective equipment, office supplies and equipment, services and other items to satisfy the need of all departments in the organization.
- Develops and executes effective bidding, negotiation, and pricing strategies to provide Formet with the best value in the market place for the dollars spent, operating in a manner that meets the policies, ethical standards and audit requirements of Formet.
- Select and have available capable sources for Formet maintenance, installation and service contracts.
- Prepares and executes contracts according to Formet policies and procedures and in accordance with government regulations.
- Exercises ample expertise and flexibility to procure all emergency requirements in co-operation with requisitioning departments and others supporting segments in the organization to ensure project completion.
- Communicates effectively with requisitioning departments and arranges for proper and accurate information exchange between originator and vendor.
- Reconciles variances between Purchase Orders and Invoices (Price, Quantity, F.O.B. point, Terms of

Payment)

- Reviews Trade Bulletins, conducts interviews, visits suppliers.
- Ensures purchase orders are entered in a timely manner.
- Understands and maintains the Purchasing requirements defined in TS16949.
- Conducts in co-operation with the Quality Department audits of applicable suppliers.
- Maintain vendor file, purchase price, price fluctuations and quality records.
- Work on projects, reports and contribute to various studies as required
- Resolve material claims with vendors.
- Train other employees as required.
- Perform other duties as designated.

Additional Information

- Overtime after 44 hours per week.
- 2 weeks of paid vacation (3 weeks after 3 years) + 3 Personal Paid Holidays (PPH) + 2 half days.
- Medical and Dental Coverage.
- Company paid life insurance and AD&D coverage.
- Magna Profit Sharing.
- Matched GRRSP.
- Educational Assistance program.
- Plant wide Incentive Program – based on a number of factors, all members of our team receive an Incentive Bonus, if requirements are met.
- Subsidized Cafeteria.
- Weekly pay via direct deposit.
- Company paid uniforms (if you choose to use).
- Work boot, safety glasses and custom molded earplug allowances.
- Barbecues and Children's Christmas Party.
- Roger's cell phone plan available to Formet Team Members - \$40.00 / month
- Employee discounts (new vehicle, amusement parks etc.)

How to Apply

1. Go to www.magna.com/company/careers
2. Type "Formet" in the keyword search.
3. Submit resume.

Accommodations for disabilities in relation to the job selection process are available upon request.