



Position Title: Buyer
Location: Gatineau QC
Compensation: To commensurate with the candidate's experience
Contact: Ace Martin, Co-President ace.martin@orthocanada.com

About OrthoCanada:

OrthoCanada's mission is to improve the health, wellness and mobility of Canadians. Founded in 1989, OrthoCanada is a Canadian leader in the distribution of specialized rehabilitation products. Our team consists of dedicated individuals who thrive in an entrepreneurial environment and are seeking to learn and contribute in as many ways as possible. OrthoCanada has offices in Gatineau QC, Vancouver BC and Kitchener ON. The Gatineau office is the site of our main Distribution Center, located in the Gatineau Airport industrial park, a 20 min drive from Ottawa and 5 min drive from Buckingham.

Position Scope:

This is a vital role in the supply chain of a fast-paced organization. With the guidance of the Purchasing Manager, you will develop your skill set to take on an increasing series of responsibilities.

Responsibilities:

- Work with Planning to forecast demand and evaluate inventory levels and take orders from within the organization to ensure the accurate and timely flow of product.
- Build relationships with suppliers and manage their performance. Conduct routine supplier business reviews, evaluating supplier performance and compliance.
- Negotiate directly with vendors to get the best possible pricing and payment options. Bid, award, and administer project supply, services, and purchase orders to suppliers.
- Cost Management – identify areas of potential cost reduction and analyze the impact of pricing changes for goods and services.
- Work with the supply chain team to ensure the consistent flow of products and ensure the highest service levels are met.
- Perform inventory counts, serial number audits, and resolve discrepancies.
- Process claims with vendors.

Education and Experience

- University or College degree.
- Bilingualism is an asset.
- A strong negotiator with an eye for detail and cost savings opportunities.
- Strong forecasting, analytical and strategic thinking skills.
- Well organized with good time management skills.
- A background in Excel, MRP/ERP systems, and customer relations is useful.
- Some supply chain related experience is preferred.

This position offers a great base salary plus company benefits and a fantastic working environment! While we appreciate all inquiries, only qualified candidates will be contacted. Please forward resumes to Ace Martin at OrthoCanada Medical ace.martin@orthocanada.com.