



SigmaPoint is a fast growing electronic contract manufacturing company meeting the demands of the high-tech original equipment manufacturing industry. We are actively looking to fill the following position: **Procurement Manager.**

Reporting to the Director of Supply Chain, this opportunity at SigmaPoint is unlike any traditional supply chain role. It is a chance to define and implement a lean supply chain in a state of the art lean manufacturing environment. It will allow blue-sky thinking and the exploration of entirely new ways to leverage the supply base. The team of management peers consists of truly empowered subject matter experts in lean accounting, engineering, manufacturing, IT, and team building. The organization is extremely flat and politics are not part of the equation. The managers support each other completely and leverage each other's skill sets to dream up solutions which no one person is likely to come up with in isolation. For an up and coming supply chain professional, this is a dream environment. Many companies claim to empower managers to drive change and set direction; at SigmaPoint they actually do.

Responsibilities generally include:

- Plans, organizes, directs, and controls activities related to the procurement function. Activities include sourcing, negotiation, customer material quotations, supplier development and monitoring and problem resolution.
- Responsible for supervision, coaching and development of purchasing staff including training, the scheduling of tasks, verification of work, and monitoring progress.
- Create and implement KPI that support the company overall KPI
- Develop, implement and maintain policies and procedures to define and support the activities of the function
- Drive the development and maintenance of proactive commodity and supply chain development plans
- Manage and ensure on time performance of the material quoting process which evaluates vendor quotations and utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Designs, implements, manage, and monitors procurement reporting systems to meet company requirements.
- Build and develop relationships with key suppliers and customers.
- Leads inventory and cost reduction initiatives.
- May perform the duties of any of the direct reports from time to time or on an ongoing basis (i.e. Buyer).
- Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Responsible with the Director of Supply Chain for the hiring of new procurement staff as necessary
- Perform other related duties as required.
- Support other departments as required

Skills/Qualifications/Education:

- B.B.A., CSCMP (C.P.P.) or related certification in Business or Management
- Advanced knowledge and use of MS Office suite, databases and computer based materials management tools
- High level of professional ethics and conduct
- Strong belief in and use of partnerships in the supply chain
- Ability to work under pressure and manage many tasks and projects simultaneously.
- Demonstrated ability in analytical thinking and decision making
- Ability to utilize commonly accepted information systems and develop new processes to achieve continuous improvement.
- Strong understanding of product costing concepts and cost management skills

Experience:

- Minimum 8 - 10 years experience in purchasing/procurement in a manufacturing environment. Experience purchasing electronic components and/or procuring metalwork is considered strongly desirable.
- Demonstrated experience in managing people
- Demonstrated experience with the use and development of ERP systems
- Experience in Lean Manufacturing and/or Lean Supply Chain is an asset

Other:

- Valid Driver's License and access to a vehicle for occasional travel
- Valid Passport for required travel to vendors outside of Canada
- Ability to be controlled goods certified if required

Interested candidates should forward both cover letter and resume to:

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We are an equal opportunity employer. We thank all applicants for their interest, but only those under consideration will be contacted. **Closing Date:** February 15, 2012.