



Position: Purchasing Manager
Reports to: Senior Supply Chain Manager / Director, Supply Chain
Salary: To be negotiated

Why Stone Tile?

Our attitude, approach and entrepreneurial spirit sets us apart from our competitors. We know our success comes from our people and we place a high emphasis on their wellbeing.

Stone Tile is rapidly growing as a company and we believe all members of our family should do the same. We care about our employees, which is why we believe in personal and professional growth and will work diligently to provide the support needed for you to reach your goals.

Overview

The Purchasing Manager will drive the success of the purchasing department and will be responsible for leading and managing his/her commodity to ensure that all shipments are purchased, sailed, received in a timely manner. He/She will coordinate with the Logistics/Receiving Manager and Warehouse Manager with respect to the best possible freight rates (incl. land, ocean and air). He/She will co-ordinate and assess the proper delivery of samples and manage the costs (via supplier chargebacks. The selected individual will continually advise management as to how to improve the flow of goods, how to make the shipments less cost prohibitive, etc. The Purchasing Manager will also liaise with Project Management on all developments weekly. Under the direction of the Purchasing Manager, the Purchasing Department will become a department that not only facilitates shipments in a timely manner, but also one that will provide solutions. As a result, responsibilities will include:

Job Duties

- Lead, manage, train and coach all Purchasing Agents (PA's) to motivate and drive superior work performance and results.
- Supervise and monitor work performance of all PA's; assist in the creation of performance improvement plans and coordinate training as required.
- Collaborate with Human Resources on staffing within the department.
- Arrange for intra-company, cross-departmental training of the PA's at Stone Tile.
- Ensure that all PA's effectively communicate changes in deliveries, in writing, with all affected parties.
- Develop and mentor PA's in creative problem solving and team work.
- Ensure there is a full scale sample and marketing library for each PA, as related to their respective supplier(s).
- Organize and chair regular staff meetings to address challenges, opportunities for improvement, and develop and implement solutions.
- Full accountability for the departments performance; leverage the use of metrics to measure performance and conduct root cause analysis to prevent error reoccurrence.
- Liaise with Pricing Manager and ensure that either Purchasing/Pricing is negotiating pricing on relevant jobs.
- Developing excellent relationships with vendors and agents.



- Effectively communicate changes and concerns to the President, other members of the Executive Management Team and/or departments as required.
- Implement all initiatives organized by the Management Team and ensure they are being followed within the department.
- Others duties as required.

Requirements

- Post-secondary degree in Supply Chain or a related field is required.
- 7+ years' experience within Purchasing/Supply Chain Management
- Previous management experience is considered an asset.
- Demonstrated ability to accurately calculate, post, and manage finances allocated to the supply of materials while operating within a budget.
- Must possess a high level of moral judgement for handling confidential information and monetary transactions.
- Strong diplomatic, negotiation and conflict resolution skills.
- Advanced proficiency with Business Vision, Epicor P21 and MS Office Suite.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and a positive team player.
- Excellent teamwork and team building skills.
- Strong problem identification and resolution skills.
- Able to build and maintain lasting relationships with other departments, key business partners and other third parties as required.
- Able to effectively communicate both verbally and in writing.
- Sound analytical thinking, planning, prioritization and execution skills.

Working Conditions

- Able to attend and conduct presentations and chair meetings.
- Interactions with suppliers using negotiation tactics.
- Manual dexterity required to use desktop computer and peripherals.

Perks and Benefits

- Flexible paid time off- float and sick days are provided annually
- Frequent team outings and company wide events including long weekends BBQs, Employee Appreciation Day, games night, bagel breakfast, holiday party and many other events put together by our social committee!
- New parent benefit bonus
- Free parking
- Employee Referral Bonus
- Milestone Service Award
- Commitment to professional growth



Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.