

## Buyer - Consumables

Rolf C. Hagen Inc., a worldwide manufacturer and distributor of leading pet supplies, is seeking for a Buyer to join its Consumables team at our Baie D'Urfé, Head Office. Reporting to the Purchasing Director, the successful applicant will be responsible for executing demand planning, inventory control and will be responsible for overseeing the day-to-day purchasing activities within their assigned areas. This includes but is not limited to: replenishment of current inventory, removal of non-moving inventory, insure replacement, cost accuracy and accrual maintenance.

### Responsibilities:

- Follow company procedures to maintain higher fill rate and minimum inventory levels while avoiding shortages
- Review inventory levels through system and create vendor purchase orders to fulfill inventory needs on stock items as well as purchase non-stock items when needed
- Review and maintain purchasing parameters on items within system to provide proper service levels to our customers
- Work with sourcing lead team to ensure the product data base has accurate pricing, costing, product descriptions, and vendor information
- Expedite and track all outstanding orders
- Make recommendations for major purchases of materials based on anticipated changes in pricing or unusual availability situations
- Establish professional vendor and head office relationships to develop trust and a solid working relationship to accomplish common goals
- Maintain confidentiality of proprietary and sensitive business information
- Other responsibilities as deemed necessary.

### Qualifications:

- B.Comm. in supply chain management, finance, or international business; or a college level diploma is a requirement
- 2-3 years of experience in a related field
- Purchasing, analytical skill
- Excellent communication and time management skills
- Self motivated, positive attitude, able to multi-task within a fast paced environment
- Intermediate Excel, Word and Outlook skills
- Knowledge of Tecsys Elite would be an asset
- Purchasing knowledge including basic skills of procurement – order points, line points, demand, safety stock, excess and dead stock.

### What we offer:

- Competitive salary including enrollment in DPSP program
- Flexible working hours program
- Subsidized meal plan with on-site cafeteria

If you are passionate about taking this next step in your career and wish to be part of a successful company, send in your CV and cover letter today to [hresources-can@rchagen.com](mailto:hresources-can@rchagen.com)

We thank all applicants who apply, but only those selected for an interview will be contacted.