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## **JOB DESCRIPTION**

Position: Purchasing Coordinator  
Department: Materials and Logistics  
Reports To: Materials and Logistics Manager

Durisol Noise Barrier Systems is the market leader in the noise barrier and retaining wall industry. Our company designs and supply of materials for proprietary noise and retaining wall systems – including Durisol precast absorptive noise barrier panels, transparent noise barriers, fire-rated barriers, narrow footprint retaining walls and MSE retaining walls. We perform all duties associated with our jobs, including sales, engineering/design, manufacturing, and construction support.

### **Summary of Responsibilities:**

Based out of Mitchell, ON, the Purchasing Coordinator is directly responsible for coordinating the movement of purchased materials from suppliers and addressing any supply/supplier issues. The Purchasing Coordinator is also responsible for maintaining and creating new relationships with suppliers and negotiation of prices and cost-saving measures to fit within the company budget.

### **Job Duties**

- Planning, procurement, storage, control, and distribution of materials to meet corporate objectives and customer requirements
- Develop and maintain relationships with subcontractors and suppliers and establish that their products or services meet Durisol's requirements
- Prepare, analyze, and negotiate Requests for Quote (RFQ) with suppliers for materials and freight
- Communicate any opportunities or issues regarding materials with our Project Managers/Staff Engineers with respect to material substitutions
- Negotiate contract terms and conditions, award supplier contracts or recommend contract awards
- Prepare purchase orders for materials and subcontractor services
- Coordinate the movement of purchased materials
- Manage off-site WIP (i.e., finished product staging areas storage, inventory control, QVR scheduling/Reporting, travel maybe required)
- Communicate any opportunities or issues with our Project Managers or Customers regarding deliveries (i.e., lead time, safe or incorrect material handling)
- Compare invoices against purchase orders and shipping and receiving documents to verify receipt of items ordered
- Review, justify or refute claims for extra compensation, contact suppliers regarding errors
- Support accounting issues as they relate to purchase and receiving activities
- Work with accounting groups to support the completeness and closure of system purchase orders
- Identify opportunities for cost reduction and/or process improvement, document and present to the appropriate levels.
- Attend trade shows to research current product and service information
- Other duties as required by Manager

## Health and safety

- Ensure compliance with federal, provincial, and local legislative requirements
- Provide and enforce the use of safety equipment, materials, and protective devices. They must be maintained in good order.
- Inform visitors of their responsibilities

## Management System

- Understand and follow Business Quality Management System (BQMS) procedures and work instructions, and recommend updating as required
- Report all non-conformances to the Materials and Logistics Manager
- Follow up on Corrective Actions that are generated from audits

## Required:

- College Diploma in Supply Chain Management and/or Procurement
- Demonstrated ability to accurately calculate, post, correct, and manage finances allocated to the supply of materials while operating within a budget. 2-4 years' experience
- Experience in a manufacturing and/or construction environment 2-4 years
- Strong diplomatic, negotiation, and conflict resolution skills 2-4 years
- Must possess a high level of moral judgment for handling confidential information and monetary transactions
- Knowledge of accounting systems, budgets, and internal controls
- Effective attention to detail and a high degree of accuracy
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills
- Excellent computer skills-Word, Excel, Outlook
- Excellent teamwork and team building skills
- Able to effectively communicate both verbally and in writing
- Able to build and maintain lasting relationships with other departments and key business partners
- Strong problem identification and problem resolution skills
- Must have access to reliable transportation and a valid driver's license as they may be some travel to our head office in Hamilton and to other Durisol facilities

If you are interested in this exciting career opportunity, please email your resume to Kim Greenland at [kim.greenland@durisol.com](mailto:kim.greenland@durisol.com) by Friday August 12, 2022.

Durisol Ltd. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

August 2022