



WECO Electrical Connectors Inc.
Corporate Headquarters
18050 Trans-Canada Highway,
Kirkland, QC, H9J 4A1 Canada
www.wecoconnectors.com

Planner/Buyer Kirkland, Quebec

An important part of WECO's most valuable assets has always been our employees. We are always looking for high performing individuals who have what it takes to join the WECO team.

At the forefront of WECO's tailored engineering solutions is a talented group of enterprising individuals equipped with the knowledge and experience to help our clients meet and exceed their objectives. Together we work relentlessly to deliver world class service and customized solutions to our clients, while continually enhancing our reputation as an industry leader.

Are you passionate about manufacturing management? Are you comfortable in a constantly evolving environment focused on quality and competitive pricing and motivated to achieve these objectives in the best conditions of profitability for the company and customer satisfaction?

If you are a planner-buyer determined to contribute to our company's objectives, and to perform in a work environment constantly seeking excellence, send in your resume today!

Apply today and work with a company in pursuit of industry excellence!

hresources@wecoconnectors.com

JOB SUMMARY:

Reporting directly to the Supply Chain Manager, the **Planner/Buyer** will coordinate the sourcing activities of raw materials and production supplies under his/her responsibility in accordance with production needs, while respecting company standards, policies and values. In addition, he/she will create the master production schedule of Finished Products, according to customer orders, forecasts, Safety Stock and inventory levels.



DUTIES AND RESPONSIBILITIES:

Planning and Inventory Control

- Create production plans in accordance with production needs and plant capacity while maintaining updates to the system
- Conduct regular analysis of inventory stocks to avoid out of stock items and minimize inventory write-offs
- Review the available production capacity and make the necessary adjustments to the production plan
- Calculate optimal safety stock levels and re-order points to meet the needs of sales and maximize inventory turns
- Manage exceptional cases (urgent orders, out of stock, etc.)
- Maintain daily contact with the Customer Service/Order Management Supervisor and the Production Supervisor to ensure that delivery dates are respected
- Manage the introduction of new products with various internal clients (Production, R & D, Marketing)

Procurement

- Planning and inventory management of raw materials based on ABC classification
- Placing purchase orders with suppliers and sub-contractors to meet production requirements
- Monitor On-Time delivery with suppliers, sub-contractors, and carriers
- Maintain relationships with suppliers, sub-contractors, and carriers

Other responsibilities

- Review parameters in the ERP system to optimize its use
- Participate in continuous improvement projects
- Responsible for office supply purchasing
- Other related tasks

Qualifications:

- DEC or University education, preferably in Operations Management and/or Supply Chain and/or Logistics
- 3 to 5 years of experience in a similar role in a manufacturing environment



Communication:

- Act as an internal liaison with Production, Quality, Engineering, Sales & Marketing, and Finance departments
- Act as an external liaison with other WECO global divisions, local and overseas suppliers, and business partners

Knowledge and skills

- Bilingualism; strong verbal and written English and French
- In-depth knowledge of all aspects of production planning and purchasing
- Comprehensive experience with ERP systems (Symix/Syteline or other)
- Intermediate knowledge of Microsoft Excel (Pivot tables, VLookups is a must), Word and PowerPoint
- Ability to lead change, and lead by example through demonstrating high standards of performance
- High level of adaptability to compose with a constantly changing business environment
- Ability to think ahead, be methodical and critically analyze data based on multiple variables
- Must be flexible to manage, organize and prioritize multiple tasks and a variable workload
- High level of professionalism, diplomacy, and reliability; ability to work with others to provide quality support to internal and external clients
- Strong negotiation skills, good judgment, self-reliance, team spirit
- Excellent interpersonal skills; high emotional intelligence and winning attitude
- Analytical, structured and organized mind
- Ability to manage multiple tasks
- Demonstrate autonomy, be flexible

WECO offers:

- A 40-hour schedule per week from 8:00 am to 5:00 pm, Monday to Friday
- Benefits after 3 months of continuous service, including medical, dental, life insurance and long-term disability benefits
- Business casual dress code with jeans permitted on Fridays
- Events organized by our social committee