

# Armatec

## S U R V I V A B I L I T Y



Armatec Survivability, in **Dorchester, Ontario**, is the world leader of engineered passive protection solutions. We save lives by supporting our customers in the development, production, installation and support of the most effective protection systems. In little more than a decade, Armatec has expanded from being a small shop-sized operation to a large corporation with nearly 250 employees serving the needs of armed forces around the world. As the pioneer in the field of holistic survivability, Armatec continues to set the standard for armoured vehicle crew protection.

### **Job Description**

The nature of the work is purchasing, sourcing, expediting and liaising with internal engineering, production, maintenance and finance staff.

### **Responsibilities:**

- Plan, negotiate, order and administer strategic material requirements to support production schedule.
- Maintain appropriate inventory levels on designated commodity responsibilities.
- Interpret & plan purchased components for nonrecurring builds.
- Monitor the order process to maximize quality, service and price reductions.
- Continuously monitor supplier performance.
- Meet at a minimum quarterly, with strategic suppliers to maintain positive and constructive vendor relationships.
- Provide support and assistance to Shipping/Receiving, Quality and Finance departments as required.
- Organize/assist in all outsourced secondary operation requirements within required time frames. (coatings, processing, etc.)
- Coordinate with planning department on status of all manufactured parts to ensure internal production is maximized while adhering to master production schedule.
- Create RFP/RFQs for upcoming contracts for purchased and manufactured components to achieve best overall commercial terms.
- Ability to prioritize multiple, concurrent projects while achieving uninterrupted supply to production.
- Liaise with Engineering department on new product/service requirements supporting/ensuring all commercial aspects.
- Act as Materials Lead of designated contract deliverables, tracking all parts through production until sold and shipped.

- Provide assistance to other staff as required.
- Support overall Materials group objectives.
- Comply with company Health & Safety rules and regulations in accordance with the Act.
- Perform other related duties as required.

### Requirements:

- College Diploma or University degree in material management, business, or administration.
- Minimum of 5 years experience as a buyer.
- Exceptional organizational skills
- Understanding of Quality procedures
- Understanding of NAFTA, ITAR, customs for importing and exporting an asset
- Knowledge of fundamental design techniques and blue print reading an asset
- Certification as a CPM, CSCP, APP, CPPB, CPPO, or equivalent.
- Demonstrated knowledge of purchasing and contracting techniques and procedures.
- Strong knowledge of internal controls and finance management.
- Excellent communication and negotiation skills.
- Able to consistently represent the company in a professional manner.
- Sound judgment and shrewd decision making skills.
- Ability to work with little or no supervision.
- Able to quickly calculate discounts, interest, commissions, proportions, percentages, and volume.
- Considerable knowledge of laws, ordinances, and regulations pertaining to corporate purchasing practices.
- Knowledge of the appropriate tools for grading, analyzing, and assessing materials, equipment, supplies, services, and other commodities.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanour.
- Strong customer service focus.

### ARMATEC IS AN EQUAL OPPORTUNITY EMPLOYER

Armatec Survivability offers a competitive compensation and benefits package. If you are interested in joining a dynamic company, please send your detailed resume to [hr@armateconline.com](mailto:hr@armateconline.com) (Indicate 'Strategic Buyer' in email subject line)

**No phone calls please.** Armatec would like to thank all applicants, however, only those selected for interviews will be contacted.

