

## **Purchasing Manager**

### **The company:**

Astronics - Luminescent Systems Canada Inc. is a leader in the design and manufacture of lighting components and electronic systems for cockpits in civil and military aviation.

### **Position Summary:**

Reporting to the Director of Operations, the Purchasing Manager will be responsible for organizing, executing and controlling the activities of the purchasing department. We are seeking a dynamic, rigorous, conscientious professional who enjoys challenges and is a team player.

### **Duties and Responsibilities:**

- Negotiate purchases of raw materials and components;
- Develop, maintain and optimize relationships with suppliers;
- Monitoring of performance indicators (KPIs) based on objectives;
- Conduct quarterly evaluations of suppliers;
- Ensure the competence of suppliers to meet requirements;
- Monitoring with suppliers regarding non-compliance reports and ensuring that corrections are made;
- Plan and participate with the quality department in supplier audits;
- Optimize, monitor inventory levels (min/max);
- Participate in production planning meetings;
- Identify opportunities to reduce costs, prepare cost-benefit analyzes and initiate their implementation following approval;
- Perform other duties as required by the Company;
- Manage a team of one or two buyers;

### **Skills and Qualifications:**

- Reliable, autonomous and excellent time management skills;
- Versatile with a great sense of responsibility;
- Rigorous, organized and attentive to details;
- Demonstrates judgment and proactive approach to problem solving;
- Strong communication, teamwork and leadership skills;

### **Requirements for the position:**

- Bachelor's degree in Operations Management, Administration or other related field;
- Relevant experience in manufacturing;
- Experience with an ERP / MRP system;
- Very good knowledge of Windows environment
- Master good practices for continuous improvement such as Kaizen, Lean Manufacturing, Cellular Development, Flux drawn;
- Knowledge of quality standards such as ISO9001 or AS9100;
- APICS CPIM certification an asset;
- French and English oral and written bilingualism;

Compensation to be determined in accordance to candidate experience. Excellent benefits offered.

**To learn more about our company and our products, please visit [www.astronics.com](http://www.astronics.com)**

**Send your application by email to [caroline.bernier@astronics.com](mailto:caroline.bernier@astronics.com)**

