



## **Purchasing Supervisor**

### **Who we are:**

A family-owned business since 1919, in Walkerton Ontario, Larsen & Shaw has been a leading hinge manufacturer producing top quality Custom Hinges, Standard Continuous Hinges and architectural products as well as a wide variety of other hinges, hardware, and metal stampings. The foundation of the business rests on Integrity, Respect, Personal Growth, Team Work, Productivity, Pride & Happiness which are embedded in all aspects of the business. As a progressive company we pride ourselves on our commitment to all employees, the community and the long term success of the company.

As the purchasing supervisor you will report to the Materials Management Manager and work closely with the Purchasing team to assist with the supervision of the department and ensure that operational targets are met.

### **The Ideal Candidate:**

- Post-secondary degree/diploma in Materials Management, Finance or a related discipline, or equivalent combination of education and experience
- 3 years of leadership/management experience
- Demonstrated ability to develop, implement and maintain Continuous Improvement and LEAN principles.
- Proficient computer skills including Microsoft Word, Excel and MRP software
- Proven problem solving, organizational and decision making skills necessary to coordinate multiple projects and work priorities to meet deadlines.

### **Joining the team means that you will:**

- Assist with Supervision of the Purchasing Department and learn all aspects of the department and provide coverage as required.
- Supports and maintains Standard and Department Operation Procedures to ensure compliance with customer, company and legislated regulations and procedures.
- Source, research, negotiate and order supplies for the company
- Oversee freight and traffic activities
- Assist with the day to day operations of scheduling for On-Time Delivery and Promised delivery Days
- Maintain the MRO/RM Program
- Participate in discussions with the team to determine in-coming raw materials and strategize conflict situations

### ***What sets us apart***

Our culture is one that empowers employees to work collaboratively, maintaining the entrepreneurial spirit of our founders. As recognized leaders in the industry, the company invests in its employees to ensure that they maintain paramount skills and knowledge. The company undertakes great efforts to nurture trust and teamwork to empower each employee to be their best.

### **The Job**

Permanent Full-time, Monday to Friday

Compensation: Extended Health and Dental Benefits including Vision, an Employee Assistance Program, Paid time off, RRSP, Profit Share Opportunities, ESOP and Wellness & Engagement Events.



### ***Why you should work for us***

- Working at Larsen & Shaw means that you will have meaningful, exciting and challenging work and are rewarded for your efforts.
- The better we do, the more you gain. We offer a competitive wage and a structured compensation program, with regular wage increases and other perks. We are a certified Living Wage Employer!
- We invest in employees and their families just as they invest in us! We offer company paid group benefits, a retirement savings plan, paid time off, profit share, an employee share ownership program as well as company events, programs and wellness and engagement opportunities.
- Training and developing our people is very important to our future. We offer opportunities for formal and informal training and education to foster apprenticeships, growth, internal promotions, professional development, and more.
- We ask 'Why?' Why do we work so hard at retaining our business in Walkerton? Because that is where we want to live, work, and retire. We make considerable investments in our community through partnerships and by supporting meaningful charitable causes, such as the Walkerton & District Hospital Foundation.
- We understand the need for work-life balance and strive to provide our people with a supportive work environment. Small town living helps too, with a short commute for most of our employees.
- We lead the industry with purpose, making employees the heart of everything that we do.

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

Our team is a carefully selected set of ambitious, and well-rounded individuals looking to help modernize the manufacturing industry. We are looking for individuals who want to be a part of our company's success as we adapt to market changes, have the desire to grow and have a clear vision of their future.

Larsen & Shaw is an equal opportunity employer committed to an inclusive and fair recruitment and selection process. If you are contacted about an employment opportunity, please advise us if you require accommodation. We thank all applicants for your interest in joining our team, only those selected will be contacted.

***Interested Applicants please submit your applications to [hr@larsenhinge.com](mailto:hr@larsenhinge.com)  
Closing Date October 16, 2024***