



Purchasing Supervisor

A family-owned business since 1919, in Walkerton Ontario, Larsen & Shaw Limited 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. Reporting to the Materials Management Manager the successful candidate will work closely with the Purchasing team in a Supervisory capacity and ensure that operational targets are met, while professionally promoting and representing Larsen & Shaw Limited.

The successful applicant will possess the following qualifications:

- Post-secondary degree/diploma in Materials Management, Finance or a related discipline, or equivalent combination of education and experience
- 5-7 years of leadership/management experience preferably in a metal fabricating environment with some metallurgical background
- Demonstrated ability to develop, implement and maintain Continuous Improvement and LEAN principles.
- Proficient computer skills including Microsoft Word, Excel and ERP or MRP software
- Proven problem solving, organizational and decision making skills necessary to coordinate multiple projects and work priorities to meet deadlines.

Responsibilities

- Supervises the Purchasing Department employees while, learning and updating all aspects of the purchasing department and providing coverage and support as required.
- Supports and maintains Standard and Department Operation Procedures to ensure compliance with customer, company and legislated regulations and procedures (i.e. CUSMA/USMCA, trade agreements, tariffs and documentation, environmental legislation and ISO standards)
- Responsible for sourcing, researching, negotiating and ordering of supplies for the Shipping Department, Plating Department, Tooling and Maintenance Department, plant operating supplies, office equipment and service contracts, subcontractors, office supplies and other miscellaneous purchases.
- Responsible for the supervision of freight and traffic activities which includes: reporting of freight carriers, support sales and shipping, maintenance of Customs/Brokerage, ensuring compliance to AMPS Program, arranging pick-ups/deliveries of goods, providing custom freight quotes and lead times.
- Support the day-to-day operation of scheduling to meet the company objectives for On-Time Delivery and Promised Delivery Days
- Responsible for the maintenance of the MRO/RM Kanban Program
- Maintains a "pulse" on market conditions and anticipates changes/trends in market conditions to ensure competitive pricing and availability of materials.
- Participates in daily/weekly discussions with Production and Scheduling to determine in-coming raw materials as well as to discuss substitutions and any necessary expediting of orders. Issues weekly report of in-coming raw materials.

OTHER INFORMATION:

What sets us apart

Larsen & Shaw is a family-owned business since 1919 and a leading manufacturer of top-quality hinges, standard continuous hinges, and architectural products, located in Walkerton Ontario. We strive to work proactively to achieve the company's objectives while supporting our customers in everything we do. Our culture is one that empowers employees to work collaboratively, maintaining the entrepreneurial spirit of our founders.



Why you should work for us

- Our employees are dedicated to meaningful, exciting and challenging work and we reward them for their 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 our employees and their families by offering both a comprehensive group health benefits plan and a retirement savings plan.
- Training and developing our people is very important to our future. We offer opportunities for in-house training, apprenticeship growth, internal promotions, professional development, and more.
- What's our 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 investment into 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. Applicants not currently living in the area can enjoy the natural beauty and clean environment of living in Bruce County. Located in Walkerton, we are within 100 km of Kitchener, Waterloo and Guelph, and 180 km from Toronto.

Job Type: Full-time

Benefits:

- Extended Health & Dental
- Employee Assistance Program
- Paid time off
- RRSP match
- Profit Share Opportunities
- Vision care
- ESOP
- Wellness & Engagement Events

Schedule:

- Monday to Friday

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