

## THE JOB

The primary role of the Junior Buyer – Commodity Lumber is to support our Commodity Lumber trading team and grow our supply base. This role requires someone with an entrepreneurial spirit who enjoys a fast pace. The ideal candidate is motivated to generate new sources of supply and develop within our current trading team.

This position reports directly to the General Manager – Commodity Lumber & Retail Group.

## DUTIES & RESPONSIBILITIES

- Support all facets of our business by sourcing required product in a timely fashion at the best possible prices
- Stay current with lumber & panel markets
- Constantly obtain market feedback, including analyzing market and delivery conditions to determine present and future material availability and prepare market analysis
- Proactively inform sales personnel of opportunities based on product availability
- Assist with daily tasks and buying
- Enter and send purchase orders in a timely manner
- Follow-up on outstanding purchase orders
- Assist Manager in reporting on and achieving all Purchasing KPIs
- Manage and maintain required inventory levels as agreed upon with management
- Ensure that Weston Forest is the customer of choice for our suppliers
- Improve profit margins by sourcing alternative and new products
- Negotiate purchase prices fairly, but firmly, always in alignment with Weston Forest values
- Update supplier and potential supplier lists through Sales Force
- Contact vendors on a daily, weekly, or monthly basis, as appropriate, to stay abreast of their stock for sale and pricing
- Update supplier and potential supplier lists
- Resolve discrepancies on loads purchased as required, always in alignment with Weston Forest values
- Travel throughout North America to visit current or potential suppliers
- Accompany salespeople on customer/supplier visits as required
- Ensure that our internal customers love doing business with us
- Carry out responsibilities in accordance with company core values, policies and applicable law
- Participate in training and cross-training initiatives
- Represent Weston Forest at North American trade shows to promote product and company

## KNOWLEDGE & SKILLS REQUIRED

- Must have exceptional interpersonal and communication skills
- Entrepreneurial mindset
- Outstanding capacity to learn
- Excellent analytical skills
- Extremely organized
- Leadership skills
- Team player
- Strong work ethic
- Positive attitude
- Proactive and a doer
- Excellent problem solving skills
- Good follow-up skills and attention to detail
- Experience with lumber and/or panel products an asset
- Logistics experience an asset
- Strong working knowledge of Windows, Word, Excel and Access, familiarity with Outlook
- Bilingual (French) an asset

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly acknowledged by the Canadian Business Growth 500 as one of Canada's Fastest-Growing Companies, recognized by Deloitte as one of Canada's Best Managed Companies, recipient of the Canadian Business Excellence Awards for Private Businesses, and a winner of Waterstone Canada's Most Admired Corporate Cultures Award.

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

### ***Our Brand Promise:***

YOU'LL LOVE DOING BUSINESS WITH US

### ***Our Core Values:***

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

***Our Mission:***

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

***Our Vision:***

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

***Our Value Proposition:***

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.