

ASSISTANT BUYER

THE JOB

Assistant Buyer for a dynamic, award-winning remanufacturing and distribution company. This role is focused on supporting the Purchasing team and assisting in growing Weston's presence in the industry. The candidate has an entrepreneurial spirit and is motivated to generate new sources of supply and develop within our current Purchasing team. This position reports to the Senior Product Manager.

DUTIES & RESPONSIBILITIES

- Support all facets of our business by sourcing required product in a timely fashion at the best possible prices
- Stay current with forest products markets and trends
- Constantly obtain market feedback, reporting on market and delivery conditions
- Proactively inform sales personnel of opportunities based on product availability
- Assist team members with daily tasks and buying
- Perform administrative duties pertaining to purchasing
- Help develop systems to streamline workflow and processes
- Assist in reporting on and achieving all Purchasing KPIs
- Assist in tracking overstock and oddball items
- Assist in making Sales aware of old stock available
- 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 Salesforce
- Contact vendors on a daily, weekly, or monthly basis, as appropriate, to stay abreast of their stock for sale and pricing
- Assist in assigning appropriate stock to sales orders
- Assist in resolving discrepancies on loads purchased as required, always in alignment with Weston Forest values
- Travel throughout North America (when it is safe to do so) 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

- Bilingual (French) an asset
- Must have exceptional interpersonal and communication skills
- Entrepreneurial mindset with strong business ethics
- Outstanding capacity to learn
- Excellent analytical skills
- Extremely organized
- Team player
- Strong work ethic
- Positive attitude
- Proactive and a doer
- Excellent problem solving skills
- Good follow-up skills and attention to detail
- Must have a valid Passport and be able to travel into the United States
- Strong working knowledge of Windows, Word, Excel and Outlook

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

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 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

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

