

Purchasing Clerk - KOMATSU

Employer: Timberock International

Posted: 3 months ago

ES Job ID: 4103

Sector(s): Executive and Management, Office & Administration, Other

Closing Date: June 13, 2023

Location: Elliot Lake

Duration: Full Time

Job Description:

Komatsu is an indispensable partner to the construction, mining, industrial, and forestry industries that maximizes value for customers through innovative solutions. With a diverse line of products supported by our advanced IoT technologies, regional distribution channels, and a global service network, we tap into the power of data and technology to enhance safety and productivity while optimizing performance. Our Komatsu, P&H, Joy, Montabert, Modular Mining Systems, Hensley Industries, NTC, and Gigaphoton equipment and services are used to extract fundamental minerals and develop modern infrastructure.

Focusing exclusively on the underground hard rock, underground soft rock, and surface mining sectors, Komatsu Mining designs, manufactures, distributes, and services extensive product lines of highly reliable P&H surface mining equipment and JOY underground mining machinery used to cut, crush, load and convey coal and industrial minerals worldwide. Komatsu Mining's products and related services are used extensively for mining coal, copper, iron, gold and other minerals resources, and the company employs people worldwide.

Job Overview

The position is responsible for independently managing, analyzing, scheduling, and procuring of commodity group or groups, (raw materials, components, fabrications, finished goods, supplies, and services) that support the production and service of this equipment. The incumbent is the direct link between the materials, production, quality, service, and engineering organizations within the company. The position is located in Elliot Lake, Ontario and is an onsite position.

Key Job Responsibilities

- Using the business systems available to provide for the required sourcing of material to support production and service organization requirements, assuring customer satisfaction
- Arrange and conduct discussions between suppliers and the company for the purpose of negotiating supply agreements, arriving at pricing, arranging delivery schedules, finalizing specifications and resolving quality issues.
- Contact and develop new sources of supply as required to meet organization's need
- Expediting parts and components to meet production demands
- Manage adjustments and assist finance to assure proper credit and payment schedules with the supply bases
- Maintain supplier information and evaluation relative to quality, delivery, pricing, service and cooperation
- Assure that intellectual and other proprietary property information is kept in the strictest confidence with interacting with the supply base
- Generate purchase orders based on purchase requisitions
- Interface between engineering and Production Teams to resolve issues of ambiguous specifications to material shortages or substitutions, lead time from suppliers, delivery delays, etc.
- Analyze Purchasing Price Variance
- Generate reports regularly to follow up on status of open purchase requisitions and orders
- Compile and generate reports providing daily updates of MTD purchasing statistics

- Investigate raw material market and delivery conditions to determine present and future material availability
- Coordinate the return of excess or obsolete inventory
- Determine responsibility and validity of supply back charges for quality scrap or rework of material
- initiate prompt return of rejected materials to suppliers requesting corrective action

Required Skills:

- Diploma or Bachelor's degree in Business or related discipline with minimum 2 years experience in supply/purchasing with increasing levels of responsibility
- PMAC/ISM accreditation or equivalent experience
- Essential to have at least two years of experience in heavy manufacturing and raw material/parts supply chain
- Previous international sourcing experience required
- Must have experience with supply chain regulations and compliance
- Vendor negotiation, selection and performance management experience required
- Working knowledge of ERP procurement systems including MRP and proficiency using Microsoft Word and Excel
- Ability to interpret financial business information and provide supply chain financial metrics

How to Apply:

Contact Teri Belleau @ 705-261-0361 or email a detailed resume to teri.belleau@global.komatsu

Disclaimer

Komatsu is an organization committed to diversity and inclusion in support of growing a global team to achieve our business results and create a better future every day for our globally based employees, customers, partners, and communities. We believe a diverse workforce strongly contributes to our business growth and product innovation.

Komatsu is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, marital status, family status or disability. Accommodations during the recruitment process are available upon request.

While we appreciate all applicant submissions, only those considered to be most qualified will be contacted for further assessment.