



EMPLOYMENT OPPORTUNITY

Position: Buyer/Merchandiser
Location: Moosonee, Ontario
Job Type: 1 Year Contract, with Possibility for Full Time / Permanent
Company: MDC Supply GP Inc., Operating Great North Builder's Supplies
Closing Date: Wednesday, February 5, 2020

Summary of Position:

The Mushkegowuk Regional Economic Development Limited Partnership purchased the Great North Builder's Supplies (GNBS) property located in Moosonee, Ontario. This property, including buildings and equipment, will facilitate reopening of this business and our entrance into the supply and distribution sector. Initial products will include building materials and hardware. As the venture develops, it will diversify into areas that will complement existing retail operations in the territory.

MDC Supply GP Inc. operating as Great North Builder's Supplies is part of the Castle Building Centres Group. The Buyer / Merchandiser will report directly to the General Manager. The successful candidate must have a knowledge of building materials and hardware, and possess key analytical, communication / negotiation, and numerical skills for purchasing all products and supplies for the company, as well as to maintain proper amounts inventory. Onsite management advisory support will be provided to the Buyer / Merchandiser to properly facilitate and implement a purchasing and inventory management strategy in the first year. This will help to ensure the achievement of ongoing efficient, timely and cost-effective acquisition of goods and services and adequate inventory maintenance.

This position will be responsible for effectively purchasing supplies, equipment and services to ensure that the required quantity and quality of goods and services are available for direct use by Great North Builder's Supplies or for applicable re-sale, in addition to proper inventory maintenance and warehouse management. Other duties include securing suppliers, administering contracts, receiving and expediting orders, and records management.

Qualifications Required:

- Grade 12 high school diploma or General Equivalency Diploma (G.E.D.);
- Commercial buying experience (minimum 2 years);
- Academic training from an accredited educational institution in purchasing management or related program is considered an asset;
- Supply Chain Management Professional (SCMP) designation is preferred;
- Ability to proactively forecast and plan, coordinate, and organize, suppliers / inventory needs;
- Excellent communication, negotiation, problem solving, numerical and organizational skills;
- Demonstrated financial management experience;
- Excellent computer skills with good knowledge of Microsoft suite applications (Word, Excel, Power Point etc.);
- Good understanding of "retail best practices";
- Building materials and hardware knowledge is required;



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- Experience with a POS / Inventory Management Systems is required;
- Proficiency in the Cree language is considered an asset.

Responsibilities Required:

- Issue and manage purchase orders and service contracts from initial execution through to completion and close out;
- Work with Accounts Payable and vendors to address pricing variances, shortages and overages;
- Ensure problem vendors meet future requirements and identifying vendors with discrepancies from purchase orders, contacting the vendors to rectify the situation, and monitor future orders;
- Understand annual regional buying needs and assist with improving the purchasing strategy to minimize pricing and transportation costs and maximize appropriate inventory levels;
- Arrange for the storage of supplies and equipment and resolve any issues related to delivery terms;
- Enter current procurement information into the company's Inventory Management System to facilitate the placement of future orders and the preparation of procurement reports;
- Capture and record all purchasing information or data, by preparing and maintaining all necessary purchasing files and reports (i.e. product / vendor information, catalogue files, tender / contract files and pricing records);
- Understand and ensure that the POS system is maintained and updated as required to meet the store's operational needs;
- Work on additional duties and assignments as needed.

Experience Required:

- Retail: 2-3 years (Preferred);
- Building Materials Knowledge: 2 years (Required);
- POS and Inventory Management System: 1 year (Preferred);
- Local / Regional work experience (Preferred).

Forward your resume with cover letter to:

MDC Supply GP Inc.

By email: ametatawabin@mushkegowuk.ca

MDC Supply GP would like to thank all applicants for their interest however, only those candidates selected for an interview will be contacted. Information provided will be used for recruitment and employment purposes only and remain confidential.