



SeaStar Solutions

Job Title:	Senior Buyer / Strategic Sourcing Agent
Job Purpose:	The primary responsibilities of this position are to negotiate, coordinate and manage external supply chains for new parts and products and seek out new opportunities to improve current sourced material costs for production, operations, engineering, product/program management and quality.
Reports To:	Strategic Sourcing Manager
Direct Reports:	N/A
Version:	2.0 July 4, 2017

Education & Experience

- Degree in Business, Commerce or a related discipline.
- SCMP designation is desired
- Minimum 8 years of experience, at senior level, of purchasing or strategic sourcing.
- Previous experience in a manufacturing environment is an asset.

Responsibilities

- Project Management:
 - Support or participate new product development and launches through the participation with NPI launch meetings. Monitor and report on supplier or supply readiness to the product launch team.
 - Prepare RFQ's and seek quotes from current or new suppliers, negotiate prices, tooling cost, lead-times and shipping terms.
 - Conduct "make vs. buy" analysis and make recommendations accordingly.
 - Issue tooling PO, monitor tooling construction progress, ensure on-time completion and approval of tools.
 - Issue pre-production and early production purchase orders, monitor delivery and quality.
 - Track and manage tooling POs as required by product launch and customs compliance.
 - Initiate, track and manage Production Part Approval Process (PPAP) submission requirements, ensure timely completion.



- Facilitate or assist to resolve supplier quality issues, support to evaluate and monitor on-going supplier quality and technical capabilities and performance.

- Commodity and Supplier Management:
 - Analyze and calculate product component costs, review quotes against similar manufacturing methods, processes and market trends.
 - Negotiate prices and commercial issues/terms regarding cost, delivery, replenishment lead time, shipping, etc. within assigned commodities or projects.
 - Negotiate price increases to minimize costs. Track and report price increases.
 - Monitor raw materials and major currencies trends to minimize materials cost increase.
 - Identify and lead cost reduction opportunities by re-negotiating, resourcing, redesigning or consolidating supplier base.
 - Conduct "spend analysis" to determine top "spend" items, commodities, activities or suppliers to leverage and promote the most effective use of company funds.
 - Manage overall supplier performance and giving suppliers period feedback.
 - Participate in the maintenance of the Approved Supplier List.
 - Maintain a good working relationship with suppliers and internal departments.
 - Ensure compliance to the SeaStar Solutions and PMAC code of Ethics

Skills & Abilities

- Good knowledge and solid experience in dealing with following parts or commodities:
 - Electronic products and contract manufacturing
 - Electrical products such as wire cable or harnesses
 - Hardware such as fasteners and fittings, off the shelf or custom made
 - Precision machining (CNC & screw machining)
 - Sheet metal fabrication
 - Various castings (permanent mold, sand, die, investment) or forging
 - Plastic injection molding
 - Raw materials such as bar stocks of different shapes, sizes and materials
- Sealing products such as o rings, gaskets
- Basic Project Management knowledge and skills
- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Outlook, PowerPoint, MS Project; and ability to learn other applications quickly as needed.
- Familiar with MRP systems.
- Strong and effective negotiation skills.



- Excellent verbal and written communication skills in English, proficiency of a second language is desired.
- Professional demeanor whether in person, via email or on the telephone.
- Ability to work well independently and as part of a strong team.

Deliverables

- As this position is constantly evolving, please speak with your supervisor/manager regarding daily, weekly and monthly objectives.

Things to Know & How to Apply?

- Occasional travel maybe required.
- SeaStar Solutions is an equal opportunity employer.
- If you are interested in this position, please send your cover letter and resume to hr.canada@seastarsolutions.com with the subject: 2018-005.
- Relocation assistance is not provided for this role.
- Only applicants legally eligible to work in Canada should apply. No foreign applicants will be sponsored.
- We look at each resume in detail, so please be sure to review the job description and highlight your experience in relation to this role.
- All candidates will be updated on the status of their application.

To find out more about SeaStar Solutions, please visit our company website at: www.seastarsolutions.com or <http://canada.seastarsolutions.com/careers/>