



Supply Chain Administrator

ReVital Polymers Inc. is seeking an experienced **Supply Chain Administrator** for its Sarnia, Ontario facility. Sarnia is a family friendly city at the base of Lake Huron, with all season activities including miles of white sandy beaches, easy accessibility to major league sports teams, and recreational & cultural events.

If you are seeking a career with an innovative team where you can help North American companies improve their environmental footprint by reducing their use of non-renewable resources, then you will find ReVital Polymers a reliable career partner. We are a leading supplier of post-consumer commodity resins for the commercial, industrial and automotive industries.

Reporting to the Chief Commercial Officer, the Supply Chain Administrator is responsible for the procurement of commodities and services to be used by the organization and on-time shipments of finished goods to customers. The successful applicant will ensure the availability of all necessary materials and services required to support the manufacturing process. Duties include monitoring and reporting of on-site day to day warehousing quantities and working with logistics staff to ensure on-time customer deliveries are achieved.

DUTIES AND RESPONSIBILITIES

- Plan monthly expenditures for products or services with Chief Commercial Officer. Reconcile amounts against available budget, adjusting accordingly
- Maintain existing and identify new vendor relationships to acquire waste plastic materials as feedstock which meet ReVital cost and quality metrics
- Prepare and administer bids, requests for quote, requests for proposal, requests for information, and other vendor documentation
- Source, Negotiate, Contract & Execute supply agreements to fulfill day-to-day business needs
- Secure haulers, negotiate transportation cost to achieve freight cost effectiveness. Establish delivery schedules, monitor progress and contact clients and suppliers to resolve issues
- Place purchase orders ensuring flow of inventory that guarantees optimum stock levels and meets turnover goal
- Work with warehouse staff, ensuring all receiving of material is conducted in a timely and safe manner
- Responsible for establish communication flow between suppliers and A/P to insure timely and accurate payments to suppliers.
- Manage supplier quality issues including return material authorization, cause and corrective action documentation and supplier credits.
- Communicate with transportation to insure timely pick up from suppliers and delivery to customers end-order fulfillment
- Stay current with internal and external factors impacting procurement function

KNOWLEDGE AND SKILL REQUIREMENTS

- University Degree or College Diploma in Business Management/Finance or related field
- Progress towards, or completion of Supply Chain Management Profession
- 2+ years' experience as a Supply Chain/Materials Administration or related
- Strong understanding of fundamentals of supply chain management: forecasting, planning, order replenishment strategy
- Strong communication skills through written, verbal, listening and presentation skills, creating reports, correspondence, contracts, requests, bids, and other document
- Proficiency with Microsoft Excel, Word and PowerPoint
- Excellent negotiating and interpersonal skills with a well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to maintain confidential information
- Demonstrated excellent problem solving, analytical and organizational skills
- Able to build and maintain lasting relationships with key business partners.
- Excellent attention to detail, and the ability to work under pressure to meet tight deadlines.

Qualified candidates, please send your resume and covering letter to:

Luciano Corbo – Human Resources Manager

Luciano.corbo@revitalpolymers.com quoting job posting #07-2018

ReVital Polymers thanks all applicants for their interest however only qualified candidates will be contacted