



Purchasing Associate

Blum is a family-owned company that specializes in manufacturing superior quality hinge systems, drawer runners and lift systems that enhance user convenience in the kitchen and other living areas. Due to growth, we are looking to add a new Purchasing Associate to join our experienced team.

YOU

- ... are a team player with excellent communication and interpersonal skills
- ... are willing to work in a growing organization with a strong international presence
- ... are committed to continuous learning and effectively utilizing all of the tools provided by the company
- ... have a post-secondary education or minimum of 2 years' experience in Procurement, Materials Management and Logistics
- ... have strong analytical thinking and problem-solving skills
- ... have a good working knowledge of purchasing strategies
- ... have practical experience with Microsoft 365 applications with a focus on Excel and Power BI
- ... have experience with SAP/ERP and SAP/EWM or similar ERP system

WE

- ... value a strong work ethic and the ability to work both independently and collaboratively within a team environment
- ... appreciate a structured way of working
- ... focus on strong internal customer service, presentation, organizational and time management skills.
- ... provide opportunities for personal development and growth
- ... provide an excellent benefits package including RRSP matching contributions
- ... have an excellent work environment, modern and new facilities, easily accessible with transit services
- ... have an experienced team which will support you on your journey with Blum



LET US TALK ABOUT YOUR ROLE SPECIFICALLY

Reporting to the Operations Manager and working in close collaboration with the Materials Manager and the Warehouse, you will be responsible for:

- ... the preparation and issuing of purchase orders with existing vendors
- ... monitoring inventory levels and maintaining demand plan
- ... inventory reconciliation
- ... inspection and evaluation of the quality of purchased items and problem resolution
- ... material data maintenance
- ... freight analysis (Inbound) – tracking and delivery coordination, invoice reconciliation
- ... freight analysis (Outbound) – Charges, agreements, service levels, invoice reconciliation, etc.
- ... preparation of proposals, request quotes, and negotiating purchase terms and conditions with external vendors
- ... continuously control overstock and shelf warmers by working with product specialists
- ... monitor compliance with statutory and regulatory requirements and Customs Tariff classifications
- ... additional tasks as required from time to time

Please apply by sending your resume and letter of interest to info.ca@blum.com

Thank you for your interest in Blum!