
Job Description

Employer: Bloomstar Bouquet

Location: Mississauga, ON

Salary Between \$85,000 to \$110,000 per year

Benefits: Medical benefits, Dental benefits, Life insurance benefits, Pension plan benefits

Hours: 40 hours / week

Vacancies: 1 Vacancy

Terms and conditions of employment: Permanent, Full time, Day

Start date: As soon as possible

Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada are welcome to apply

Job requirements:

Languages: English

Education: Undergraduate degree or post-secondary diploma (in supply-chain, industrial engineering, business or logistics) or equivalent experience

Experience: 10 years of relevant experience

Ability to Supervise: team of 5 buyers in different locations

Work Conditions and Physical Capabilities:

Summary

The Purchasing Manager is responsible for planning, organizing, directing and controlling the procurement function of the company. This role is to effectively and efficiently oversee all activities related to procurement of cut flowers, dry supplies, flower food etc. from intent to purchase through delivery of commodity.

This is a Senior Position within the organization. This individual will utilize expert knowledge to purchase goods and services that meet quality requirements and specifications at the most favorable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers

Duties and Responsibilities

- Guarantees supply of Bloomstar's flower product at the highest possible quality and the lowest possible price
- Plans, develops and implements purchasing policies and procedures; oversees the evaluation of the cost and quality of goods or services; oversees the analysis of data and information; authorizes the development of specifications for products or services; assigns, co-ordinates and reviews projects and programs.
- Analyzes market and delivers conditions to determine present and future material availability.

- Reviews purchase order claims for conformance to company policy.
- Assigns procurement requests to the appropriate personnel.
- Interacts with Operations, Distribution, Business Development departments and provincial branches on new products and/or revisions to existing products.
- Initiates bid/quote process; writes bid specifications & prepares bid forms; manages the bidding process; analyzes bid results; makes recommendations and final decision.
- Determines & develops supplier portfolio strategy; identifies suitable suppliers based on price, quality, availability, reliability, and technical capabilities; maintains cooperative supplier working relationships.
- Negotiates prices, conditions, service deliverables with vendors.
- Analyze production and inventory data to determine raw material requirements from vendors.
- Takes a proactive approach in reviewing current systems and procedures, making recommendations and implementing approved changes.
- Follows up with vendors to confirm orders and ensure the accuracy of order requirements.
- Researches and sources products required by operations and business development.
- Follows-up frequently to ensure expectations are met with regards to products/services delivery.
- Reviews and compares quotations for special projects, raw materials, parts and supplies.
- Aids and participates in problem identification and resolution of quality issues.
- Forecasts upcoming supply and demand making alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization
- Shares expertise on all aspects of maintaining product quality from seed to customer and transfers product knowledge.
- Optimizes the use of technology in purchasing.
- Provides information on products and market conditions for analysis.
- Interacts with vendors, suppliers, and other parties to ensure effective relationships, quality services, and efficient operations.
- Liaise with Accounts Payable, and vendors to provide information and resolve any discrepancies or issues affecting payment of invoices.
- Farm and Broker relationship management.
- Continuously search the market for new purchasing opportunities and origins
- Manages and provides leadership to departmental staff.

Qualifications

- Undergraduate degree or post-secondary diploma in business administration, supply chain management or logistics with minimum 10 years' work experience in purchasing or an equivalent combination of education, training and experience.
- Must have experience in floral industry and knowledge of flowers, varieties, designs and quality.
- Knowledge of flower production from local vendors, South America, Africa, Israel, United States and Europe suppliers.
- Strategic forecasting and contract negotiation skills
- Knowledge of international business and customs regulations is required.
- Bilingual English – Spanish an asset.

- Demonstrates excellent leadership, communication and negotiation skills with high customer service focus.
- Very strong problem-solving and critical-thinking skills, able to identify issues, propose viable solutions, and implement appropriate changes.
- Ability to perform work with sound judgement, confidence, accuracy, confidentiality, and promptness.
- Strong attention to detail with ability to balance short-term and long-term priorities.
- Continually seeks process improvements and efficiencies; initiates new ideas to increase overall team effectiveness; committed to self-development and sharing best practices.
- Results-oriented and organized, focused on producing high quality work within tight timelines.
- High energy team player, with a positive can-do attitude, flexible and adaptable to change.
- Ability to manage team remotely.
- Proficiency in Microsoft Office required; experience in NetSuite would be an asset.
- Knowledge of competitor analysis process.

Type of Product: Flowers and plants

Work Setting: Production and Distribution Centre

How to apply: Through email at Jobs@bloomstar.ca

By mail: 6455 Vipond Drive, Mississauga L5T 1J9