

**Functional Area:** Purchasing  
**location:** Long Sault Facility  
**Job Title:** Procurement Specialist  
**Reporting Line:** Production Manager  
**Job Ref:** PULSAR LSB 21

# Buyer

## Long Sault, Canada

**Join Pulsar Measurement working in a Global team that are shaping the future of level and flow instrumentation.**

### Your role

The Long Sault Procurement Specialist is a key part of the Long Sault team and will be responsible for the Strategic direction and effective procurement of all components and materials utilized by the Pulsar Measurement Instrumentation manufacturing business. Success will be measured by the uninterrupted supply of all the necessary component and materials at an optimal cost during the buying period. The Future direction of the procurement strategy will be a key component in the long-term health and financial performance of the facility and hence why this role is critical to the team's success.

### Our Business

This is an exciting time to join Pulsar Measurement and the wider TASI Group. Pulsar Measurement has built an enviable reputation based on our customer centric ethos, which means Pulsar Measurement continues to attract a growing global customer presence. Pulsar Measurement has built up a well-respected brand in Water and Industrial sectors with a strong and growing portfolio of Ultrasonic sensing instrumentation for application in level and flow measurement applications. Join us on this exciting journey.



## Your responsibilities

Working in the Long Sault facility, you will be responsible for:

- Accountable for creating and delivering the Pulsar Measurement Long Sault procurement strategy and plan.
- To develop supplier relationships to obtain the best service.
- The procurement of materials to be delivered to agreed timescales to meet production requirements.
- To place purchase requirements on suppliers through raising documented purchase orders, using ERP system, buy guides, bills of materials and cumulative spreadsheets
- Use MRP to ensure stock levels are sustained at a cost-effective level.
- Ensure Just in Time (JIT) purchase principles are adopted.
- Continually seek to reduce procurement costs to improve company profit margins.
- Gain and maintain an understanding of in-house manufacturing capabilities.
- To provide an efficient and effective quotation service to assist the sales department.
- Complete purchasing buy guides and/or other relevant documentation for traceability purposes.
- To chase progress of orders in line with the business requirements.
- Assist where required, in other commercial functions as time allows.
- To ensure full compliance with all legal, regulatory and HSE requirements.
- Inventory management in regard to transacting incoming materials, depleting materials used and providing monthly inventory reports.
- Aid in organizing and executing annual inventory counts.
- The above is a list of general duties, you may be asked to assist in other areas from time to time, when workload dictates.

## Your background

You demonstrate a high level of experience within a similar field of expertise as a Senior Buyer or Buyer and are looking for the next career challenge.

- Prerequisite procurement experience and/or qualification for this position.
- Good Knowledge of Electronics products / components.
- Working knowledge of using ERP/MRP systems is advantageous.



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- Experience of successfully forming relationships and negotiating with suppliers.
- Able to read engineering drawings/ datasheets is an advantage.
- Possessing excellent verbal and written communication skills.
- Detailed and results orientated, with a desire to be the best at what they do.
- Be self-motivated and have a positive attitude.
- A natural team player and promotor.
- Excellent communication and influencing skills in dealing with multiple decision makers.
- Fully competent and conversant in Microsoft office suite.

## What's on offer?

Salary: \$45-55K based on experience and qualifications.

Optional benefits package with majority coverage by the business.

We also ensure that our work environment is family orientated with a social committee and team who ensure we celebrate success and recognize the value of being a team that has fun.

Submit Resume: [abourdon@greyline.com](mailto:abourdon@greyline.com)

## Our Pledge

We recognize that an inclusive and diverse workplace where all employees feel respected, valued, and able to achieve their full potential is vitally important. Not only does it inspire creativity and collaboration, it is good for business. We celebrate our differences and believe our diverse skills, abilities and perspectives strengthen our culture and our overall performance.

**We welcome applications from all suitably qualified people.**



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