



Procurement / Purchasing Agent

Olsonfab Metal Fabrication can promise you an environment that not only encourages your best but also rewards it with plenty of room to grow. We are a top-growing fabrication company in Cornwall, Ontario who services the commercial and industrial sector. Projects include custom metal fabrication, heavy plate, structural & misc—steel, pressure vessels, tanks, welding, metal services, and so on.

Our Culture:

At Olsonfab Metal Fabrication, our success is powered by people and innovations. Our culture is what makes Olsonfab a fun and rewarding place to work. Together we share the same goals and value of transparency. Customer and employee success and satisfaction are the top two priorities. Success is celebrated, and integrity is the core of who we are at Olsonfab Metal Fabrication.

Why Work Here:

- Growing and successful company with opportunity for progression
- Smaller team with shared purpose
- Fast-paced environment
- Open door policy
- Career Development Benefits
- Flexible Hours
- No calculated days off

Benefits:

- Competitive compensation
- Potential additional incentive earnings available
- Medical, dental, and vision coverage
- Pension Plan
- No weekends or holiday work

[Full time – Monday to Friday 7:00 am – 4:30 pm]

Summary of Position:

Procurement/Purchasing Agent is responsible for administering and finalizing the purchase of materials and supplies for Olsonfab Metal Fabrication at optimal cost with negotiating specifications, costs and delivery dates to ensure obligations are fulfilled to the customer/company satisfaction. Primary responsibility will be working with Project Estimators to assure the right quantities, quality, and cost can be attained. Ensuring the delivery of the right material at the proper location and within the expected time frame.



Responsibilities:

- Source selection of all materials and supplies
- Lead in negotiations for total cost reductions
- Enter/process all purchase orders and changes into system
- Coordinate material and supply delivery schedules
- Assist with supplier issues (delivery, capacity, obsolete material, quality etc.)
- Work with project managers and estimators to coordinate availability and budget of supplies/materials
- Provide quotations from suppliers to estimators to confirm cost and budgeting
- Analyze, evaluate and recommend alternate purchasing strategies that best fulfill requirements.
- Negotiate agreements with suppliers
- Continuously build strong working relationships with suppliers
- Maintain focus on continuous improvement through researching and sourcing innovative, cost efficient business solutions.

Ideal Candidate:

- You have good working knowledge in the construction industry from previous experience in the field of trades
- You are a quick learner with the initiative to problem solve
- You are familiar with the idea of estimating and quoting jobs
- Well versed with the language and tools within the construction industry
- Working in a fast-paced environment is something you enjoy
- Multitasking and staying organized is no concern

Requirements:

- Ideally three to five years of experience in a commercial/industrial purchasing position
- Experience working in the field of construction
- Strong attention to detail and problem-solving skills
- Effective negotiating skills
- Team Player

Unique side of the position:

As a fabrication shop, we pride ourselves in helping customers with custom metal fabrication projects of all sizes. As the procurement advisor you will also be responsible to attend to walk-in customers with steel sales by confirming material stock, availability and pricing.