

KATEK

Lead the category

KATEK Canada Inc. is a fast-growing electronic contract manufacturing company meeting the demands of the high-tech original equipment manufacturing industry. We are actively looking to fill the following full-time position: **Supply Continuity Specialist**

Reporting to the Supply Chain Manager, the successful candidate will use effective communication, tact and diplomacy while continuously pushing for the best results. This key member of the Supply Chain Team will have overall responsibility for the execution of a supply chain strategy for each Value Stream.

Responsibilities generally include:

- Key focus is on working within the VS contributing Supply Chain and purchasing expertise to the Corporation and customer portfolio.
- Maintain responsibility for the VS Kanban Board - Clear to Build (CTB) and work with the Planner and Customer Account Manager to align the plan and report both internally to the business and externally to the customer identifying Risk, change requests, and supply issues.
- Stand accountable to meet >98% on time kit starts.
- Key participant in Demand Intake by providing Planning and Customer Operations with material availability and risk assessment.
- Manage discrete PPV to honor customer commitments and recover lost PPV and Purchase Order Variance by utilizing alternate supply lines and creative solutions.
- Supplier Communication - maintain a mutually productive business relationship with suppliers through prompt and accurate communication; maintain current supplier information within database to ensure ease of doing business, maintain supplier relationships, compliance and performance via communication and corrective action measures.
- Coordinating buyer tasks to meet customer objectives.
- Review customer independent requirements for supply/demand balancing and assigning tasks to materials groups to execute those requirements and follow up
- Escalation Management - Resolve part/supplier escalations from teams to ensure continuity of supply.
- Continual updating of comments for all exceptions (CTB)
- Monitoring and action Supplier OTD
- Actively look at common part numbers between customers and suggest inventory transfers for E&O disposition
- Resolve receiving discrepancies with Suppliers within 15 days
- Resolve and disposition of MRB within 30 days
- Review and approve ECOs affecting the AVL.
- Approvals for exception management (MOQ/Source/logistics)
- Plus any other duties that may be assigned by the Employer from time to time.

Skills/Qualifications/Education:

- Military contract experience, related to compliancy to contract requirements.
- Must be able to pass Control Goods Certification
- Must have Inventory Control and Purchasing experience.
- Previous experience required in coordinating activities with teams and cross functional groups
- Previous experience in manufacturing is considered an asset, electronics manufacturing experience is preferred
- College/University Diploma and/or several years of relevant business experience within a contract manufacturing environment.
- Must have experience in MRP/ERP preference given to SAP
- Excellent prioritization and people skills are required as well as the ability to act in an independent and resourceful manner.
- Proficiency in Excel and other Microsoft Suite products is a definite must.
- Ability to work effectively within a team environment is crucial.
- Working towards professional accreditation and PMAC Certification is an asset.
- English is a must, bilingual (French) is considered an asset.
- NOC Code 12102 – Procurement & Purchasing – Salary Range \$55,000 to \$65,000

Interested candidates should forward both cover letter and resume to:

Paula Fontaine, CHRP
Director of Human Resources
Location & Business Address: 2880 Marleau Avenue
Cornwall, Ontario K6H 6B5

Send resumes to....
paula.fontaine@katek-group.com

We are an equal opportunity employer. We thank all applicants for their interest, but only those under consideration will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, KATEK is pleased to accommodate individual needs of applicants with disabilities within the recruitment and selection process. Please call 613-937-4462 or email receptionist@katek-group.com if you require an accommodation to ensure your equal participation in the recruitment and selection process.