



## PURCHASING MANAGER FOR RAW MATERIALS SURREY, BC

*Cloverdale Paint is the largest family owned and operated paint company in North America. With over 65 company stores and 120 Authorized Dealers across Canada, Cloverdale Paint has had a special relationship with its customers ever since the company was founded in 1933. That relationship was built on a commitment to exceptional quality in manufactured coatings and superior customer service.*

The Purchasing Manager is responsible for the purchasing management function for raw materials needed for manufacturing and packaging for all Cloverdale Paint and Rodda Paint manufacturing locations. The Purchasing Manager's focus is to identify cost competitive pricing from suppliers, negotiating contracts and timely delivery of quality products that meet all regulatory requirements.

### PURCHASING MANAGEMENT

- Plan, organize, direct, control and evaluate the purchasing activities for industrial, powder coatings and architectural raw materials.
- Order critical and strategic raw materials for production e.g. colorants, titanium dioxide.
- Negotiate competitive pricing and delivery of raw materials from various suppliers for the group of companies.
- Promptly advise the manufacturing plants, labs and purchasers on supply and pricing changes as per company guide lines.
- Be aware of the requirements of each plant and lab and work in coordination with other purchasers and management to develop long-term inventory plans for materials to ensure production levels are met.
- Negotiate best pricing options including rebates coordinating the administration of the rebates with the Finance department.
- Keep Labs abreast of discussions with suppliers.
- Work in conjunction with the technical departments to determine primary and secondary material sources.
- Keep abreast of new technologies and make recommendations to technical departments as required.

### ADMINISTRATION

- Ensure budgets and costs are met, updated and maintained in the company purchasing system.
- Prepare regular communication and reports as required.
- Consult with all replenishment buyers to ensure they are advised and understand pending price changes.
- Meet with the replenishment buyers quarterly or as required.
- Request and maintain current SDS sheets for all raw materials.
- Monitor raw material indices and keep up to date with current trends.
- Participate in related industry association meetings, such as the Guild CPO and the Nova Paint Group.

### EMPLOYEE RELATIONS

- Work with the management teams to provide good communication to all purchasers, technical and manufacturing personnel.
- Provide prompt and continuous communication with suppliers and company personnel as required.

### SKILLS, EXPERIENCE AND QUALIFICATIONS

- Knowledge of paint manufacturing process required.
- Experience in the order and control of raw material inventory.
- Considerable knowledge of laws, ordinances, and regulations pertaining to corporate purchasing practices.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Understanding of paint and paint formulations.
- Knowledge of health and safety regulations.
- Operational knowledge of internal purchasing system; Computer skills, including MS Office suite.
- Continual education pertaining to purchasing is encouraged and approved courses will be paid for by CPI.
- Travel will be required to visit suppliers and attend conferences.

### APPLICATION INSTRUCTIONS

To apply, please send cover letter and resume to [careers@cloverdalepaint.com](mailto:careers@cloverdalepaint.com) by July 6, 2018. Thank you.