



# SMTC Corporation

Buyer

---

<b>Company:</b>	SMTC Corporation	<b>Location:</b>	Markham, Ontario
<b>Department:</b>	Supply Chain	<b>Reports To:</b>	Supply Chain Manager

---

## Company Overview:

**SMTC Corporation** is the company behind the manufacture, performance and intelligence sophisticated electronic devices all over the world. We are a global Electronics Manufacturing Services (EMS) provider with more than two decades of experience working in partnership with Original Equipment Manufacturers (OEMs) in computer, industrial, communications, consumer and medical markets.

- **Our customers are the heart of our business.** We go to great lengths to build strong, synergistic relationships with our customers and business partners worldwide.
- **Our services, processes and capabilities deliver customer value.** SMTC provides global end-to-end solutions including design, new product introduction, manufacturing, supply chain management, and after-sales services for the whole product lifecycle.
- **Our people make it happen.** SMTC employees are responsive, results-oriented professionals with a track record for innovative, flexible solutions focused on customer needs. Our expertise in quality, technology and supply chain management offers customers a distinct competitive advantage.
- **Our business is global.** SMTC operates a global manufacturing network with operations in Canada, the United States, Mexico and a partnering relationship in China. For more information: [www.smtc.com](http://www.smtc.com) .

## Position Overview:

Reporting to the Supply Chain Manager, the Buyer's responsibilities include inventory replenishment to support manufacturing schedules and demands while minimizing inventory liability, interaction with suppliers, expediting and purchase order management.

## Key Responsibilities:

Inventory Replenishment:

- Analyze MRP
- Communicate requirements to suppliers and analyze feedback
- Generate PO's – Initiate PO's, obtain approvals and fax PO's to the supplier
- Parts Master Data management

- Timely resolution of discrepancies
- Ensure that all PO's are closed out accurately and resolve supplier invoice discrepancies with accounting
- Ensure that any parts required for planned schedule releases are received in a timely manner

#### Inventory Management:

- Obsolescence and surplus- develop action plans for disposition
- Ensure an understanding of the parameters that drive program inventory investment
- Ensure any transaction problems are corrected and that the root cause is identified and updated

#### Engineering Change Execution:

- Ensure New Component Sourcing – work with Supply Chain Manager to obtain the new part when it is required at our established part cost
- Maintain Supplier part information
- Respond to engineering changes immediately to avoid shortages, surplus or obsolescence

#### Nonconforming Material:

- Resolve receiving discrepancies with the suppliers in a timely manner
- Resolve and disposition Non Conforming Material in a timely manner

#### Shortage Management:

- Expediting of shortages
- Communicate shortages and parts issues
- Escalation of more severe shortage or parts issues
- Continually suggest action plans and workbook creations to improve SMTC processes, procedures, and communication.

#### **Required Skills & Knowledge:**

- Excellent organizational, analytical and interpersonal skills with a customer -focused, team player attitude
- Effective communication skills (written and verbal)
- Excellent computer skills (Microsoft Office & Lotus Notes)
- Able to work well under pressure and meet deadlines in a fast-paced environment
- 

#### **Required Qualifications and Experience:**

- Post secondary diploma/ certificate in operations or purchasing
- Certification or enrollment in APICS or PMAC preferred
- 3 to 5 years of experience in material needs assessment, forecasting and buying role
- Must have an understanding of MRP requirements

**Application Process:**

All applicants interested in this career opportunity should send their cover letter and resume to [torontohr@smtc.com](mailto:torontohr@smtc.com) and quote the position title in the subject line. **Please quote your salary expectation in your cover letter.**

Please note that only those applicants selected for an interview will be contacted directly.