



JOB PROFILE

Date: April 22, 2019
Position: Purchasing Lead
Schedule: Monday to Friday
Hours: 8:00am to 4:30pm

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and sales associates in Burnaby, Seattle and San Francisco. For more information, please visit www.hemlock.com.

We have an immediate posting for a Purchasing Lead to join our Production Team. The successful candidate will be responsible for ensuring the purchase of all job and plant related materials, as well as the procurement and verification of paper processed by Hemlock daily.

The requirements for this position would typically be acquired through 5 years experience in a related position in a paper or printing environment.

Core Responsibilities:

- Purchases supplies and materials on a “just in time” basis at the best possible price.
- Sources better quality products and supplies.
- Maintains paper inventory and performs quarterly inventory counts.
- Receives all incoming supplies, materials and sub-contracted work.
- Completes stock lay-ups for the presses according to the production schedule.
- Qualifies and processes paper and material claims.
- Negotiates paper and supply contracts as well as service contracts.
- Verifies daily stock return and additional stock requests.
- Works closely with sales and planning on stock selection, availability and alternatives.

If you are interested in this position, please forward your resume to hrd@hemlock.com and quote PURCHASING LEAD in the email subject line. We would like to thank all applicants for their interest, however, only short-listed candidates will be contacted.