|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position: | Buyer/Purchaser |  | Reports to: | Vice President of Procurement |
|  |  |  |  |  |
| Locations: | BC, AB, MB, ON, QC |  | Date: | December 2024 |

# About TIMBER MART

# Founded in 1967, TIMBER MART is the largest national member-owned buying group in Canada for the true independent entrepreneur. With hundreds of members, including independent building-material and hardware retailers, commercial dealers and manufacturers located in every province across the country, TIMBER MART provides its extensive dealer network with a menu of competitive buying programs, comprehensive marketing services and personalized support to drive independent business success. For more information, visit [www.timbermart.ca](http://www.timbermart.ca) and [www.timbermartmember.ca](http://www.timbermartmember.ca).

# Position Summary

Under the supervision of the Vice President of Procurement, the Procurement Manager is responsible for providing, at the optimal level of efficiency, the leadership and management skills to the function of buying the merchandise offered by or through Timber Mart. But without limiting the generality of the foregoing, the Procurement Manager is responsible for providing the appropriate level of skills and dedication in the selection of products and suppliers within their assigned categories of products to meet and exceed Timber Mart market demands while ensuring target margin levels and maximum profitability are achieved while working in harmony with corporate goals. The Procurement Manager is also responsible for product category review and analysis and developing strategic plans for product selection and competitive pricing to meet and exceed customer and member requirements.

## Major Responsibilities

* Purchases materials, supplies and services at the most favorable terms for the organization.
* Qualifies vendors, evaluates bids, and negotiates prices and terms for purchased goods and services.
* Tracks purchases, monitors vendor quality, and maintains a current database of vendor information.
* A specialist on complex technical and business matters.

###### **Qualifications**

* Fluency in French is a very strong asset
* College/University Degree in Business, Sales and Marketing
* 5-10 years’ experience in category management
* 5-10 years’ experience in Retail Sales

Total compensation between $95,000 and $115,000, based on experience and qualifications.

Participation to comprehensive group benefit package.

Please apply by sending your current resume and a cover letter to:

HR@timbrmart.com

Please note the position title in the subject line

This posting will close on December 31, 2024; applications received after this date will not be considered for the position.

TIMBER MART is an equal opportunity employer; this position is offered in accordance with this principle.

Although, the confidence demonstrated towards TIMBER MART by all those who will decide to apply to the present posting is appreciated, please take note that only the applicants selected to be offered an interview will be contacted.