**Purchasing Officer**

SMP CANADA INC has an immediate opening position for experienced Purchasing Officer (NOC: 1225).

SMP CANADA INC is a company that draws on innovation and excellence to provide solutions that enhance the ability for caregivers to effectively fulfill their duties. Our goal is to build a high-performing medical technology company that gives healthcare providers the tools they need to achieve better outcomes. We are committed to helping our customers deliver safer, more efficient, technologically advanced equipment to the market place. Caregivers throughout the world look to us for solutions because we strive for excellence and adhere to their suggestions for improvement. We bring the passion, dedication, innovation and the drive in developing solutions that matter in making a difference in the lives we help save.

**Location**: 10 Sims Crescent. Unit# 1 Richmond Hill, Ontario Canada L4B1K9

**Job Type**: Permanent Full-Time

**Working hours**: 7 hours per day and 35 hours per week

**Compensation**: -

**Duties and Responsibilities:**

* Purchase products and supplies, and assure their delivery and quality;
* Seek new suppliers and products to meet new demands;
* Work closely with other departments to monitor upcoming levels of demand;
* Assesses the upcoming demands and makes detailed purchasing plans in accordance with requirements;
* Analyze suppliers based on their capacity, pricing, and service in order to make purchasing decisions;
* Negotiate with suppliers to verify and determine the terms and conditions of contracts;
* Establishes logistics of delivery schedule, monitor progress and resolves delivery schedule problems with suppliers through active negotiation;
* Analyze, evaluate and optimize the purchasing procedure and cost control.

**Qualifications：**

* 5+ years of working experience in purchasing and/or supply chain;
* A College diploma is required;
* Fluent in English and Chinese, especially in oral and writing;
* Willingness to travel nationwide and internationally, especially to mainland China;
* In-depth knowledge of contract management and solid understanding of purchasing principles;
* Excellent communication and negotiation skills to deal with suppliers, contractors and staff;
* Ability to multi-task and work well under pressure.

How to Apply

* If you meet the requirements above and would like to be considered, please email your resume in word format to [employment@smpcanada.com](mailto:employment@smpcanada.com).

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