

Amphenol

Amphenol Canada Corp. an ISO 9001 Company is a subsidiary of Amphenol Corporation of Wallingford, CT. and is exclusively dedicated to the development, manufacturing and marketing of filter connector systems for both the aerospace and commercial market segments.

Title: Expeditor/Purchasing Assistant

Reporting To: Supply Chain Manager

General Description The top priorities of this position will be to actively support the Buyers and Planners within the Materials group. Strong organizational and communication skills will enhance the overall effectiveness of the department. Opportunities for advancement and growth could be to a Buyer, Planner, Product Specialist or Materials Manager.

Roles and Responsibilities:

- Perform daily purchasing activities. Issuing outsourcing POs, updating system with order acknowledgements and shipping information.
- Follow up on past due orders. Keep system updated with the most current delivery dates.
- Resolve vendor non-conformances in a timely manner.
- Maintain and update critical list.
- Act as liaison between planner and buyer on critical items.
- Work closely with other departments including, but not limited to, Shipping/Receiving, Inspection, Stockroom and Quality.
- Ensure compliance to company purchasing policies & procedures.
- Keep all purchasing record on shared drive including email communication and quoted price as PO back up.
- Filing
- Identify cost saving measures in procurement.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School graduate with 1+ year of purchasing experience in a manufacturing environment.
- Proficient in Excel.
- Microsoft Office computer experience
- Strong organizational & communication skills
- Have a strong sense of initiative and thoroughness
- Excellent command of the English language
- Be able to take direction and work independently
- Effective multitasking and organizational techniques

DESIRED TO HAVE:

- Knowledge of connector products or experience in electrical component industries
- Good understanding of purchasing practices & contracts
- Good understanding of Bill of Materials.
- Ability to read Engineering drawings and specifications.
- Experience with MRP systems
- Work well under pressure in a fast-paced and challenging environment.
- Result orientated with ability to deliver against deadlines.
- Self-motivated.
- Team player.

Amphenol Canada is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity you should advise Amphenol, in a timely fashion, of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.