

## Head of Procurement

Full-time |  Montreal, Canada

---

**DATE POSTED:** 19<sup>th</sup> Jul 2021

**DEPARTMENT:** Logistic

**SUPERVISOR:** General director

### About the Lavergne

At Lavergne, we believe that there is enough plastic on earth to meet our future needs without ever creating new virgin plastic.

We are a Canadian company located in Anjou, in operation since 1986, and we have become the world leader in the production of sustainable engineering resin made from recycled plastic. Thanks to our unique know-how in polymer chemistry, our R&D experts and our ultra-modern facilities located around the world, we are able to offer specialized products and services adapted to the needs of major customers worldwide, in fields such as the automotive industry, electronics, as well as household appliances and furniture. We work in partnership with global leaders such as HP, Keurig, Dyson and others.

If you want to help protect the planet and be part of a winning team in a growing market, join us.

### Overview of the Position

Ensure the constant supply of raw materials required according to production schedules in each of our centers around the world. Manage accurate inventory of materials in warehouses (overseas). Plan and track inbound and outbound shipments according to customer requirements. Manage the various suppliers involved in the process.

### Responsibilities

Personnel management:

- Recruitment
- Integration/Training of new employees
- Ensures performance management/talent development of all employees in the unit
- Provides training to employees in the new work processes
- Develops a competent, motivated and productive team
- Applies occupational health and safety policies and procedures

Supply:

- Ensures that raw materials are available according to the production schedule.
- Negotiates and monitors raw material costs including all total logistics costs
- Purchases strategically according to market price variations
- Coordinates purchasing forecasts with purchases as required
- Plans raw material requirements according to production schedule
- Manage the relationship with suppliers

Logistics and transportation:

- Negotiates and monitors costs for all total logistics costs (warehousing, overland/offshore) and air transportation, sales, etc.)

#### Inventory management:

- Ensures the accuracy and coordinates the proper functioning of local and overseas inventories, including physical inventories
- Ensures the proper functioning of the shipping/receiving department

#### Administration:

- Ensures that client information is processed as requested (various reports)
- Produces all reports requested by management
- Keeps procedures up to date

#### Strategic planning:

- Tracks the cost of raw material worldwide
- Serves as a member of the company's Management Committee
- Develops, implements and follows annual plan for his department
- Any other request from the General Manager

### Requirements/Skills Required

#### Skills required

- Strategic leader with a sense of responsibility, initiative and dynamism
- Rigor and good analytical skills
- Integrity, autonomy, excellent judgment, availability, customer service
- Good time and priority management
- Ability to find solutions and solve various problems
- Good negotiator

#### Qualifications required

- University degree or college diploma in a field related to procurement
- Bilingual, French/English
- Ease with the Microsoft suite, and excellent mastery of Excel
- Minimum 4 to 5 years experience in a similar position (supply chain)
- Experience in personnel management
- Knowledge of raw materials/plastics
- Experience with an ERP/MRP system

### Work Schedule

To be determined

### Salaries and Bonuses

To be determined based on experience

### What We Offer

- Full time permanent employment;
- Company at the cutting edge of technology and environmentally conscious;
- Friendly and pleasant work environment;
- Medical and paramedical insurance;
- Life and long term disability insurance;
- Dental insurance;
- Travel insurance;
- Opportunities for advancement;
- Competitive total compensation;

- Annual vacation and personal days;
- Corporate activities;
- Reimbursement for training/development activities;
- Talent referral program
- Continuing Education;
- Available Parking;
- Work materials provided;
- Very accessible public transportation;
- Located in Anjou.