

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Procurement Specialist

We are presently seeking a full time Procurement Specialist for our Calgary, Alberta location. This position is responsible for all aspects of purchasing of general materials, components, equipment and services in a timely and cost effective manner in accordance with department and company objectives and procedures.

Responsibilities

- Ownership of process from sourcing vendors through to closure activities after final payment
- Source qualified vendors for products and services
- Prepare and issue request for quotations (RFQ). Qualify vendors in accordance with ITAR and Controlled Goods requirements and ensure vendors sign a Non-Disclosure or Proprietary Information Agreement as necessary prior to release of drawings or controlled documents with the RFQs
- Upon receipt of quotations, validate compliance, complete a price and delivery comparison indicating best source
- Qualify vendors to meet compliance and company policy through due diligence and vendor review
- Issues purchase orders compliant to contractual and quality terms and conditions. Where applicable, be aware of domestic and international cultures
- Create and maintain electronic files
- Manage vendor POs ensuring alignment with subcontract and contract
- Pro-actively manage purchase orders to ensure timely delivery to meet program needs and inform applicable users of any potential delivery, service, or financial impact
- Run weekly reports to ensure all responsibilities are on track and no slippages
- Maintain and issue monthly reports for vendor KPIs (including performance, schedule, monthly activities) for program and budget holders
- Work with vendors for performance improvements and any non-compliance
- Provide input for development or improvement of department procedures and procurement strategies
- Reconcile purchase and invoice discrepancies
- Create and maintain positive and ethical customer and vendor relationships
- Support the reporting activities required to demonstrate compliance with corporate and divisional purchasing policies, goals, and objectives
- Follow workplace operating and environmental health and safety procedures and guidelines
- Attend and actively participate in department and operational meetings
- Coordinate and communicate any vendor issues

Requirements

- 3 + years purchasing experience required in a business environment
- Degree in Supply Chain, Business Administration or Production, Inventory and Resource Management related program (or work equivalent)
- Currently enrolled or willing to enroll with SCMA, APICS, or CSCP
- Excellent communication (oral & written) and interpersonal skills are essential
- Excellent organizational abilities with high attention to detail
- Must have strong computer knowledge with various software programs including MS Office
- Solid understanding of Business Contract law
- Good understanding of customs, freight and tax issues
- Good understanding of purchasing concepts and material management
- Adept at using multiple supply sources to locate hard to locate material
- Ability and desire to learn new concepts, and adapt to new and challenging situations
- Ability to handle high volume of work with changing priorities
- Ability to work independently, with minimal supervision to meet department goals and objectives
- Knowledge of Military trade regulations and its impact on vendors, internal and external processes
- Aptitude to apply continuous improvement philosophies to meet personal, department and company objectives
- Good understanding of the preparation, negotiation, and monitoring of purchasing agreements would be a definite asset

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2018-003 to:

Raytheon Canada Limited

Attn: Human Resources

919 72nd Ave, N.E.

Calgary, Alberta

T2E 8N9

Email: HR@Raytheon-ssd.com

Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.

We thank all candidates for applying. We will only contact candidates selected for further consideration. If you are invited to continue in the selection process and require any form of accommodation, please notify us. Accommodations are available for candidates taking part in all aspects of the selection process.