



PLANTPRODUCTS®

Purchaser

Full Time

Leamington, Ontario

Whether you're an employee or customer, our mission is to ensure you're provided with everything you need to grow. Plant Products is proud to be the partner of choice for greenhouse and nursery businesses throughout the USA and Canada.

If you are a team player with a strong work ethic, a self-starter, and passionate about making a difference, then you are exactly who we are looking for!



Role and Responsibilities:

- Within the ERP system (Syspro):
 - Review daily for new purchase order requirements
 - Set up and maintain stock code criteria
 - Create and maintain in-house and third-party production requests for biologicals and pesticides
 - Create and maintain, with support from operations teams, supply chain transfers between Plant Products multiple warehouses
 - Update product forecasts in ERP system based on forecasting feedback from Sales Managers
- Create and maintain purchase orders to suppliers
- Follow and Support the Plant Products product complaint procedure
- Follow all biological procedures as to ordering, preorders, forecasting, etc.
- Review and implement Vendor Cost contracts with accurate effective and expiry dates
- Support Finance teams when determining purchase price variances
- Strive for accurate costing on all purchases
- Create inventory reports to identify and understand trends
- Review logistics cost trends to reduce spending
- Responsible for keeping work area clean and orderly
- Practice in teams for continuous improvement and implementation of corrective and preventive actions
- Ongoing review of inventories and changes to demand resulting in changes to supplier requirements
- Interface with our Canadian customs broker regarding inbound shipments and supply appropriate documentation
- Interface with freight carriers regarding inbound freight shipments and negotiate freight costing where necessary
- Minimize total inventory while addressing any stock shortages
- Identify cost savings and process improvement opportunities through constant reviews of spending categories
- Review and communicate issues with forecast trends to Purchasing Manager as well with Sales manager

CONTINUED ON PG.2

Plant Products is committed to providing an inclusive and barrier-free work environment, beginning with the hiring process. We are an Equal Opportunity Employer and welcome applications from candidates, in accordance with all relevant legislation. Plant Products provides an accessible environment in which all individuals have access in a way that respects the dignity and independence of people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Here we **grow** again

- Promote and enforce compliance with mission statement, policy manual, procedure manual and corporate directives across the entire company
- Follow required work instructions and procedures
- Participate in inventory as required
- Other duties as assigned.

Work Environment and Physical Demands

- Sitting at a desk for long periods of time
- Looking at a computer screen for long periods of time
- Office setting with cubicles

What we offer

- Starting salary of \$50,000 - \$60,000
- Health benefits
- Learning and development opportunities
- Employer matched RRSP
- Supportive environment
- Discretionary bonus

This position is currently vacant.

****During the selection process, we may use AI tools to screen applicants and assist in evaluating candidate qualifications. All final hiring decisions are made by the hiring manager and recruitment team.***



Plant Products is committed to providing an inclusive and barrier-free work environment, beginning with the hiring process. We are an Equal Opportunity Employer and welcome applications from candidates, in accordance with all relevant legislation. Plant Products provides an accessible environment in which all individuals have access in a way that respects the dignity and independence of people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Here we grow again