

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Procurement Specialist to our team.

About the Role

As a member of our operations team reporting to the Senior V.P. of Materials Management, the *Procurement Specialist* strategically sources raw material and packaging components from various vendors and successfully achieves cost savings on each portfolio.

Duties & Responsibilities

- Managing Request for Proposals (RFPs) to improve costing and supply of product through the entire Supply Chain.
- Seeking and validating new suppliers along with Quality Assurance Team.
- Manage and introduce Alternate products and Suppliers for critical items to ensure supply is not interrupted.
- Presenting cost savings opportunities in a clear, compelling and memorable fashion with thoughtful data analysis and reporting.
- Building on and executing the Supply Agreement Process and RFPs.
- Reporting on Key Performance indicators (KPIs) of the Supply Chain on a monthly basis.
- Following up with suppliers on a daily basis to ensure supplies arrive on time in accordance with Purchase Order date to support production schedule.
- Managing the communication of purchase orders with suppliers to ensure 100% on time delivery of supplies for Product Labels on a weekly basis.
- Partnering with the logistics team to expedite Label receipts through the receipt process and follow up with vendors on service issues, such as shipment delays, missed appointments, and damaged product.
- Managing label changes and working with the Quality Assurance (QA) team to expedite Label receipts through the QA release process.
- Collaborating with the Supply Chain team to optimize inbound schedule to reduce delivered costs.
- Managing Bill of Materials for label changes in Great Plains.
- Participating in scheduled client calls/meetings alongside internal team members, as required/requested;
- Collaborating with other departments to integrate and improve logistics with business systems such as: customer orders, manufacturing orders and order management.
- Ensuring quality standards are being met by visually auditing product, analyzing computer data and reviewing paperwork.
- Other projects and tasks, as assigned.

What do you need to succeed?

- Bachelor's degree or college diploma in logistics, supply chain, pricing, procurement, or related field.
- 5-7 years of progressive buying, pricing and procurement experience.
- Experience working in a chemical manufacturing, supply chain or logistics environment.
- Knowledge and understanding of MRP.
- Demonstrated experience using Microsoft Great Plains software, is considered an asset.
- Strong computer proficiency with Microsoft Excel, PowerPoint and Word programs.
- Ability to work in a fast-paced environment, with shifting priorities.

- Strong attention to detail, problem solving, numeracy, analytical, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.
- Superior teamwork and customer service skills, including building and maintaining relationships and collaborating on projects.
- A “can-do” approach and commitment to getting the job done.
- Ability to work flexible hours as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Internal Applicants – please submit all formal expressions of interest to jobs@virox.com by no later than February 2, 2018.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.