



PURCHASING/MATERIALS COORDINATOR

(Category: Permanent, Full-Time; Location: Chalk River, Ontario)

BTI is a dynamic company with world-renowned expertise in radiation detection, addressing applications in the defence, homeland security, space, industrial, and medical sectors. BTI is seeking a Purchasing/Materials Coordinator. Primary duties will include: procuring and expediting the delivery of all materials for the company; identifying suppliers, negotiating with suppliers, and evaluating suppliers; developing and maintaining purchasing metrics to assess performance against quality and business goals; performing Material Requirements Planning (MRP), production coordination, and inventory management as an integral member of manufacturing operations; leading all shipping and outbound logistics activities, including pick/pack activities, coordinating with shipping companies, managing dock operations, and ensuring on-time delivery of goods to customers and partners in compliance with transport and other regulations; and other duties as required.

Candidates must meet the following profile:

- For security clearance requirements, candidate must be a Canadian, US, or UK citizen with a 10-year verifiable history and will be required to provide a criminal record check as a condition of employment.
- Two year college diploma, minimum, with a strong academic record. Prior experience in purchasing, materials management, supply chain operations, or MRP is an asset. Familiarity with electronics/mechanical design, assembly, or manufacturing is an asset.
- High proficiency in Microsoft Excel is required. Ability to follow ISO 9001 procedures and maintain clear, organized records is required. Familiarity with enterprise resource planning/MRP systems, such as SAP Business One, is an asset.
- Must be able to create and maintain detailed, computer-based Bills of Material and component specifications. Meticulous attention to detail and strong logic/organizational skills are essential.
- Must be able to perform occasional heavy lifting and be proficient in the use of basic hand tools for packing and crating tasks.
- Must be self-motivated, with excellent time-management skills, able to learn quickly, receptive to constructive feedback, and open-minded.
- Must demonstrate strong communication skills, both written and verbal, in English, as well as excellent interpersonal skills for interfacing with suppliers and team members.
- Must be willing and able to travel internationally on an occasional basis.

Interested candidates must electronically submit a cover letter, résumé, copy of relevant transcripts, and contact information for at least two professional references to:

Bubble Technology Industries
Attn: Human Resources, Ref. #MFG-06-2017-001
31278 Highway 17, P.O. Box 100
Chalk River, Ontario, Canada, K0J 1J0
E-mail: hr@bubbletech.ca

Submission Deadline: July 5, 2017

Only those candidates granted an interview will be contacted. No phone calls please.

Visit us on the web at www.bubbletech.ca