



POSITION: Purchasing

REPORTS TO: Technical Services & Technical Development Mgr.

Job Level: 7

Key Duties & Responsibilities:

- Prepare purchase orders for Vendors for all consumables and material. Material plan and allocate based on work schedule
- Manage all vendor claims, complaints, NCR actions. Ensuring proper attention to CCL charge back policy and ensuring continued supply to not interrupt Production
- Check schedule and inventory levels to ensure that material and specialty purchases are covered. Communicate with Schedulers and production of interruption of supply or late deliveries or closures that may intrupt supply
- Manage outside offsite inventory
- Meet with new suppliers and proposed vendors ensuring standards, quality and pricing is appropriate for CCL Label
- Manage in union with our Quality Dept on discontinued materials and change controls to ensure our Pharmaceutical customers have adequate time for testing new product
- Maintain and report on key matrix.

REQUIRED SKILLS:



- Minimum of 5 + years experience in an Flexo and offset print environment. – the experience needs to be in engineering and order planning
- Working knowledge of raw materials
- Strong background on Excel - for Formulas and Pivot tables
- Strong communication and interpersonal skills
- Superior attention to detail and follow-up
- Multi-task oriented with highly developed organizational skills – the ability to make decisions
- Willingness to work in a close team environment
- Good communicator with ability for decision-making.

Please let me know if you need any further information,

Email Sandra Pereira

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