



WE'RE LOOKING FOR A PURCHASING EXPEDITOR (CONTRACT) POSITION LOCATION: FORT ERIE, ONTARIO

Airbus Helicopters Canada is looking to fill a 12 month contract role in its Purchasing department. The Purchasing Expeditor will report to the Purchasing Manager and is responsible for proactively maintaining the movements of materials from suppliers to ensure uninterrupted deliverables to all internal stakeholders. The Purchasing Expeditor will ensure supplier performance is in accordance with the date of shipment and as confirmed in the purchase order or improving/delaying shipments as required by the business.

MAIN RESPONSIBILITIES

1. Facilitate the expediting of materials and services from suppliers to promote accountability and ensure operational standards are met and exceeded
2. Prepare, distribute and manage supplier open orders and confirmation dates
3. Ensure interdepartmental communication for improved coordination of production operations
4. Monitor inventory levels and ensure delivered supplies meet the defined quality standards.
5. Collaborate with Buyer's for updates on delivery timelines
6. Purchase Requisition processing and enforcement of SAP process alignment
7. Support the purchasing team on the implementation of project selected actions to avoid or minimize the impact of supplier schedule disruptions to the project
8. Support departmental continuous improvement initiatives/projects



POSITION REQUIREMENTS

- College Diploma in Business Administration Operations Management (Supply Chain Management) or related field
- 2 years' experience in supply chain or related field
- SAP Experience considered an asset
- Ability to speak French considered an asset
- Proficiency in Microsoft Suite (Excel, PowerPoint etc.)
- Strong written and verbal communication skills
- Able to use independent action and judgement in order to solve problems
- Ability to work on diverse projects and processes with conflicting deadlines
- Strong organization skills to manage concurrent projects
- Demonstrate professional, ethical behavior
- Maintain calm, professional manner in stressful situations
- Ability to analyze data and identify opportunities for clear and effective actionable goals while creating an environment of continuous improvement

PHYSICAL REQUIREMENTS

The Purchasing Expeditor performs all job responsibilities in an office environment. This position will spend a significant amount of their day in front of a computer; hands and fingers are required for typing and data entry. The Purchasing Expeditor may experience stress on the job when approaching tight deadlines.

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com.