



PROCUREMENT MANAGER

Who are we?

National Refrigeration and Air Conditioning Canada Corp. is a leading North American manufacturer of commercial refrigeration products marketed under the KeepRite Refrigeration brand name. These products include specialized applications in food storage and processing, industrial process cooling, including evaporator coils, condensing units, condensers, heat transfer and heat recovery and air conditioning products. From the smallest unit to the very largest, KeepRite Refrigeration brings experience and commitment to the refrigeration industry – beginning with product design and engineering, and continuing through manufacturing, sales and aftermarket support. KeepRite Refrigeration products have been manufactured and distributed worldwide for over 75 years

Job Summary:

The Procurement Manager is responsible for planning, organizing, directing and controlling supply activities and overseeing the logistics/traffic management of incoming materials. The individual in this role will select and approve vendors, negotiate contracts, and evaluate costs and quality of goods and services. This position will utilize strong organizational, data analysis, computer, verbal, and written communication skills. It will also require knowledge of logistics, customs documentation, USMCA, as well as ISO9001 Quality Management System. This position will work closely with the Engineering and Manufacturing Operations to ensure a smooth flow of appropriate materials through the design and manufacturing processes, with the goal of satisfying customer needs with quality products, built and delivered in a timely manner.

Responsibilities include, but are not limited to:

- Direct the purchasing management function by establishing goals, objectives, and action plans.
- Conduct forecasting, establish safety stock and reorder points, and coordinate with Manufacturing Operations to achieve and maintain optimum inventory levels.
- Execute material requirements planning (MRP) to satisfy demand with supply orders, set priorities, and ensure timely release of purchase orders and on-time delivery of components and materials.
- Develop a sourcing strategy for key products and components. Source new suppliers and develop existing suppliers to improve the service level (time, cost, quality, added value).
- Develop and manage purchasing agreements and alliance-type programs with key suppliers.
- Oversee the maintenance of accurate data on the purchasing system (including purchasing records, stock levels and transactions).
- Conduct surveys and market studies, and review historical data to determine price levels, trends, market direction and availability.
- Develop and implement asset disposition plans to minimize capital loss from obsolescent or aging of inventory.
- Assist with physical inventory, including office staffing and documentation.
- Plan and implement material cost reduction programs, with Manufacturing Operations and Engineering.
- Maintain transportation and brokerage of incoming products locally, nationally and internationally.
- Manage the logistics activities by ensuring uninterrupted material flow and reducing costs by maintaining competitive trucking services and tracking and reducing premium freight.
- Develop training plans and skills upgrading programs for all staff within areas of responsibility.
- Perform other duties as assigned.

Preferred Qualifications:

- Post-Secondary education in a related field, and 5+ years of purchasing experience.
- Professional designation or certification in Supply Chain is considered an asset (e.g. CSCMP, CSCP)
- 2+ years of experience in a built-to-order manufacturing facility
- Current customs experience/ knowledge
- Training in Lean Manufacturing



Location: 159 Roy Blvd, Brantford, ON, N3R 7K1 (On-site, 5 days a week)

Hours of Work: Monday – Friday, 8:00 am – 4:30 pm

What we offer:

- Top company known for innovation in its field
- Privately owned company with a strong future
- On-site UL-certified lab, with 15,000 square feet of state-of-the-art research and development equipment
- Comprehensive and competitive company-paid benefits package
- Matching registered DC pension program
- Annual discretionary profit sharing
- Professional Development and Membership Reimbursement

Company Overview:

KeepRite Refrigeration has been a leading North American manufacturer of commercial refrigeration equipment since 1945. Products include unit coolers/evaporators, condensing units, multi-compressor distributed systems, parallel compressor systems (racks), air-cooled condensers, & fluid coolers. KeepRite Refrigeration has industry-leading manufacturing facilities and engineering labs located in Brantford, Ontario, Canada as well as the Longview/Kilgore, Texas area. We have thrived since opening our doors in 1945 and we are looking ahead to a bright future as we look to celebrate our 80th anniversary in 2025. From 1945 to 1993 we saw several facility expansions and we released many innovative products and technologies. From 1994 to the present day, we have grown our manufacturing footprint from 82,000 square feet to the current 400,000 with plans to expand to nearly 700,000 square feet very soon. And we will still have room to expand further as we continue to increase our market penetration.

We officially launched our NROES online calculation, design, quotation and ordering system in 2006. We later released our complete [Design Tools suite of software tools](#) which became available for all Customers online for free (and still is to this day)!

To rise to the Industry's needs to help save energy & the environment, KeepRite Refrigeration introduced a Smart Suite of innovative technologies which have received multiple AHR Expo Innovation Awards in Refrigeration for our [SmartSpeed](#) and [Quiet Condensing Unit technologies](#). We were awarded US patents for our [SmartSpeed Fan Motor Technology](#) which was followed by additional innovation & excellence awards with the [Limitrol+ Head Pressure Control System](#). KeepRite Refrigeration continues to lead the commercial refrigeration industry due to our commitment to innovation and dedication to supporting our Customers.

Accessibility:

Our organization is committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. Please notify the HR department upon scheduling your interview if you require accommodation in advance.

To learn more about KeepRite Refrigeration, please visit www.k-rp.com

Click [Here](#) to Apply