

Position: Logistics Procurement**Office Location:** 5987 Bathurst St. Toronto ON**Job Type:** Full time**Organization:** JRCC

JRCC is looking for a **Logistics Procurement** to join our team and help manage our organization's procurement needs. Responsibilities include researching new suppliers, ensuring that all purchased products and materials meet our specifications, negotiating with vendors as needed, manage the inventory. Ultimately, you will work with leaders of our organization to understand the needs and ensure we achieve our supply goals in a timely manner.

Responsibilities:

- Develop and drive a procurement process with an emphasis on different projects
- Define/implement between procurement and program schedules
- Taking part in setting up and optimizing business processes: supply chain planning, procurement, demand planning, forecasting, master data
- Ascertain and execute the procurement approach that drives the greatest value
- Find and collaborate with key stakeholders to ensure the lowest cost: request quotes and negotiate purchase terms and conditions
- Drive alignment between procurement and transportation and logistics practices, processes, and key business deliverables.
- Prepare and issue purchase orders and agreements
- Monitor supplier performance and resolve issues and concerns
- Inspect and evaluate the quality of purchased items, resolve shortcomings, arrange packing of the products by projects, monitor leftovers
- Making routes and arranging deliveries of the products to the destinations
- Analyze industry and demand trends and support senior management with the development and implementation of sourcing strategies
- Assist with unique transportation and logistics procurement requirements
- Inventory management and pricing

Requirements:

- Proven work experience as a Procurement Specialist or similar role
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases – a must
- Excellent communication, interpersonal and negotiation skills
- Self-starter, well-organized, detail-oriented, and capable of well-organized
- Hebrew and Russian speaking – a strong asset
- Strong analytical thinking and problem-solving skills
- A bachelor's degree in business administration, supply chain management, or a similar field preferred

Please send your resume to: resume@jrcc.org

Only relevant candidates will be contacted. Review of applications will continue until the position is filled. No phone calls, please.

JRCC is an equal-opportunity employer, and we welcome applications from people with disabilities. Accommodations during the application process are available upon request.