



## BUYER, MRO & INDIRECT SPEND

**Bilingual, English / French mandatory**

**Job Type:** Permanent / Fulltime

**Location:** Guelph, ON

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Would you like to be a part of a revolution in agriculture in Canada? If so, we would love to hear from you!

At GoodLeaf Farms we are a proud Canadian company at the forefront of innovation, striving to grow food security for communities from coast to coast. We are breaking ground in an industry that is quickly proving itself to be sustainable, not only environmentally but economically and socially as well. We are focused on producing ultra-fresh greens, 365 days a year using no harsh chemicals, a carbon footprint that is just half that of a traditional farm and using less than 10% of the water traditionally used, to create a world where plants thrive!

### Why work at GoodLeaf Farms?

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It is our commitment to provide you with the work environment and tools necessary to be successful in your role. We hope that you will find your work here rewarding, challenging, and meaningful.

- You will have the opportunity to take your career to the next level. GoodLeaf is growing and we want you to grow along with us!
- We have an entrepreneurial and inclusive spirit with the heart of a start-up.
- We foster an environment of cooperation and communication.
- We have competitive compensation and benefits

Every day at GoodLeaf Farms we get to help solve the challenge of food security for communities across Canada and do it in innovative ways that inspire healthy lifestyles. We think that's exciting and the best reason of all to join us!

### What we are looking for

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The Buyer, MRO & Indirect Spend is a key member of our supply chain team that will be responsible for purchasing equipment, tools, parts, supplies, or services necessary for the operation of GoodLeaf's farms across Canada.



## Role & Responsibilities

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- Support the maintenance, horticulture, QA, and production team with replenishment of indirect materials required for smooth operations.
- Accountable for all MRO (maintenance, repairs and operation) including vendor selection and price negotiations.
- Develop and manage cost savings measures.
- Adhere to established budgets and escalate as necessary.
- Research and secure products through analysis of vendors and market.
- Develop and foster an extensive, strong network of supplier partners.
- Keep track of inventory levels as materials, equipment, and stock are distributed within the organization or transferred between farms utilizing either manual or computerized inventory management systems.
- Review all purchase requisitions, ensure approvals, and follow up to ensure deliveries on schedule.
- Create purchase orders in SAGE enterprise system.
- Liaise with a broad range of stakeholders to ensure the correct parts are being supplied promptly, this will include a review of reports to ensure product alignment with timelines.
- Actively maintain a relationship with vendors to monitor and solve supply chain issues that may arise.
- Ensure that inventory counts are being completed at the farm and updated for month-end.
- Investigate stock discrepancies, process inventory adjustments, and maintain accurate inventory data.

## Qualifications & Educational Requirements

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- University degree or college diploma
- 2+ years of progressive experience in a purchasing role
- Knowledge of purchasing strategies, logistics, warehousing, and inventory management.
- Bilingual, French/ English mandatory
- The ability to prioritize multiple tasks in a busy environment with minimal supervision.
- Highly organized with strong time management abilities.
- Strong math skills, accuracy, and attention to detail.
- Proficient in Microsoft Excel for data management and reporting.
- Able to build and maintain lasting relationships with corporate departments, key business partners, and stakeholders