

CARO Analytical Services is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously, but not themselves: We are charismatic scientists, driven to make the world safer and healthier.

DESCRIPTION: PURCHASER – Richmond, BC (*Full Time*)

Purchaser is responsible for sourcing and procuring goods, materials, and services to ensure that the company operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply. As a Purchaser for CARO Analytical Services' growing laboratory network, your main responsibilities will include:

- Develop profitable purchasing strategies.
- Conduct market research and build a network of reliable vendors and service providers.
- Identify new vendors, and negotiate to achieve desired quality, price, and timetables.
- Maintain a database of vendor contacts and constantly be on the lookout for new suppliers that may be able to supply a product or service than an existing supplier more effectively.
- Update all records of purchased products and liaise with delivery and warehouse teams to ensure goods are received on time.
- Monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Attend events, fairs, and exhibitions to keep abreast of the market's trends.
- Test and evaluate sample products and ensure adequate supply.
- Take corrective action when defective goods are received, or when SLAs are not met.
- Complete other administrative duties as directed.

QUALIFICATIONS:

- Science degree is an asset.
- Able to manage time effectively, prioritize tasks and achieve set targets
- Analytical and math capabilities to compare prices and quantities and consider contract terms.
- Strong communication, negotiation, and persuasion skills
- Great written, verbal, and interpersonal skills.
- Computer literate, with advanced Excel skills/abilities

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and benefits. If you aspire a career with a thriving, fast paced and growing company with top quality people, consider CARO. Please email your resume to hr@caro.ca and put "Purchaser" in the subject line.