

Job Title: Senior Planner/Buyer - HVAC Product Division

Position Summary:

The Senior Planner/Buyer will work (hybrid) at our Markham, ON office and will be responsible for planning and executing the supply for HVAC product lines. The position requires strong planning, analytical, and purchasing skills with the ability to quickly analyze forecasts, current and historical demand data and re-balance inventory to provide an optimal service level of performance and on-time delivery. This role requires immediate and effective action, acting with urgency, to manage the dynamic needs of the supply chain. The successful candidate will need to handle various tasks and challenges simultaneously, pursuing options in parallel, making efficient and effective decisions to support ongoing operations. This position reports to the Senior Manager, Supply Chain and Operations.

Key Responsibilities:

- Lead all aspects of the end-to-end demand/ supply planning to ensure product availability in the Canadian market.
- Create, evaluate, and monitor supply plans while maintaining inventory levels for all products to meet customer needs, internal sales targets, and KPIs.
- Ensure that all products arrive on specific deadlines by managing relationships and negotiating priorities with Mitsubishi Electric factories, third party manufacturers and other suppliers globally, to ensure sales plan execution.
- Create purchase orders to support the supply plan while resolving order discrepancies such as non-conformances, part numbers, or price discrepancies with suppliers.
- Review purchase order acknowledgements regularly for compliance to price, delivery and other terms and conditions. Ensure purchase transactions are carried out in a timely manner.
- Lead schedule adherence calls with factories to ensure supply continuity.
- Manage ETA of ocean, air and ground shipments and maintain accurate system dates.
- Work with Commercial Sales, Residential Sales, Finance, and Distributors for demand and forecast alignment to actuals and to address supply or demand variation.
- Establish and maintain strong working relationships with key stakeholders to align on objectives and results.
- Manage order fulfillment and maintain effective management of the customer demand interface from a supply chain perspective.
- Create and maintain purchasing and supply master data item attributes for all products in the ERP system for effective planning and purchasing.
- Lead processes within monthly S&OP to ensure capacity and escalation of supply issues as needed with factories and suppliers.
- Ensure that procedures referencing products planning and procurement are developed and or updated accordingly to meet compliance,
- Compile price data from various suppliers and assist in preparing formal contractual agreements with suppliers.

Requirements & Qualifications:

- Knowledge of supplier management and customer management platforms.
- Experience with MRP/ ERP systems.
- Strong knowledge of Excel (pivot tables, v-lookups, formulas, etc.)
- Willing to have regular calls with suppliers in Asia during evening hours or early morning.
- Handling a large amount of work efficiently and effectively and adapting to changing priorities.
- Ability to work independently and exercise judgment and initiative in dealing with a variety of duties and responsibilities.

- Ability to work cross-functionally to meet business needs.
- Strong organizational, project management and analytical skills
- Excellent written and verbal communication skills
- Bachelor's degree
- Minimum 6 years of experience as a Planner/Buyer

Accommodations will be available upon request for persons with disabilities.