

## Job Posting

April 18, 2008

<b>Position:</b>	Purchaser	<b>Work Experience:</b>	2-5 years
<b>Company:</b>	Tri-M Engineering	<b>Education Level:</b>	High School or equivalent
<b>Status:</b>	Full Time, Permanent	<b>Reporting To:</b>	Production Manager
<b>Department:</b>	Production	<b>Closing Date:</b>	May 2, 2008
<b>Location:</b>	Port Coquitlam, BC.		

### Job Description:

Tri-M Engineering, a globally recognized manufacturer of high-technology embedded computer products is seeking a Purchaser for our Port Coquitlam, BC facility. Job responsibilities and accountabilities include, but are not limited to:

#### PURCHASING FUNCTIONS

- create, submit, confirm, review, expedite and re-negotiate Purchase Orders as necessary
- anticipate long lead time, allocation or other component issues
- negotiate price, delivery and other special terms with suppliers
- be able to source direct lead-free (RoHS) replacement parts
- research opportunities to reduce total cost and inventory investment
- assist with data set-up for new materials, vendors and BOMs in company software system

#### SUPPLIER DEVELOPMENT

- develop and maintain supplier relationships, establish business terms, evaluate supplier performance
- work with suppliers towards continuous improvement of quality, cost and delivery times
- where necessary co-ordinate, manage and qualify vendor returns (RMAs)

#### REQUIRED SKILLS AND EXPERIENCE

- related purchasing experience, preferably in the electronics industry and within Western Canada
- familiarity with local electronic component distributors and related industry suppliers is an asset
- familiarity with electronic component nomenclature and manufacturer's part numbers is an asset
- strong negotiating skills
- demonstrated tenacious follow-up ability, attention to detail and problem-solving skills

This position requires a minimum of 2-5 years production assembler experience. Must have demonstrated ability to manage and prioritize multiple tasks and meet deadlines. Candidate must possess excellent verbal and written communication skills. Position requires ability to work in a fast-paced environment and requires upbeat, positive attitude, with willingness to help other team members when required. Computer skills (Word, Excel, Office 2000, Internet and email) are an asset.

Tri-M Engineering offers a competitive wage, benefits package, and growth opportunities. For consideration please submit your resume as a word attachment to: [eleong@tri-m.com](mailto:eleong@tri-m.com) fax to 604-945-9566. Visit our website at [www.tri-m.com](http://www.tri-m.com). We thank all applicants for their interest, but only those under consideration will be contacted.