



D & V Electronics Ltd. is a Manufacturer and Supplier of State of the Art Electric Motor and Drive Test Systems to the OEM and Tier One manufacturers of Hybrid/Electric automobile vehicles worldwide. D&V maintain an office located in Shanghai, China.

Currently looking for qualified, highly competent and motivated individuals with the ability to learn quickly. D&V offers a competitive compensation package. If your qualification and experience meets our need, we invite you to apply for the following position and grow with us.

Buyer - Located in Shanghai, China

Role:

- To procure material/components and services at the highest quality standard; the lowest price and best value terms; and appropriate/expected delivery date and time.
- To expedite purchase orders, and follow-up on delivery of items, as required
- To expedite transportation requirements
- To continuously search and locate new vendors – to maintain quality, delivery and cost control

Responsibilities:

- Purchase products for mass manufacturing- all mechanical, electrical and electronic components, and sub-assemblies, as required for manufacturing
- Source for substitute parts, to avoid obsolescence, reduce costs and lead times
- Request quotes for purchasing items, as required
- Develop and source new vendors to obtain; best price, best value terms, expected delivery and quality of items
- Plan, organize, prioritize and report to the Operations Manager (Canada) order requirements; based on the delivery date, lead time, late delivery etc.
- Expedite vendor inquiries, concerns etc.
- Process all orders in a timely manner
- Follow-up with Vendors on purchase orders; to ensure all materials and parts etc. arrive on time, pricing issues tackled and unmatched Purchase Orders, to an invoice, are solved
 - Maintain a Vendor Performance report
 - Search for new vendors
 - Visit vendor facility and complete an on-site audit
- Responsible to negotiate and obtain quotes for materials, components, payment terms and services, as required
- Process RFQ documents
- Complete NCR's (non-conformances) and CARS (corrective action); ensure action is taken, to minimize a re-occurrence(s) in a timely manner
- Check and process MDR's (material discrepancy report) on a daily basis
- Follow-up and confirm EOQ (economic order quantities), and re-order points for all purchased parts
- Responsible for logistics and transportation requirements for shipping
- Follow the multimodal transportation industry including tariffs, cross-border and international air, land and sea carriers, responsible for insurance regulations and the efficient use of shipping / invoicing

electronic hardware and software applications such as UPS and Fed Ex, maintain carrier rate schedules, agreements, and participate in carrier rate negotiations.

- Follow all company and health and safety policies and procedures at all times

Education and Experience:

- Post-secondary or diploma in purchasing or equivalent
 - CPP Designation or SCMA Certification is an asset
 - 5-10 years' experience in a similar role, in the manufacturing industry – to include international buying experience
 - APQP experience, and work experience with launching new programs, as required
 - Proven work experience in fostering continuous improvement methodology and value engineering
 - Able to read engineering drawings
 - Fluent in the English language, both oral and written communication skills is required
 - MRP computer literacy with hands on experience in buying, planning and / or inventory system is required
 - MS office skills in Word and Excel required
 - Good Planning and organizational skills required
 - Analytical and Problem solving skills required
 - Good attention to detail required
 - Polite and professional at all times
 - Excellent customer service skills required
- Able to navigate the web and e-mail tools

D & V values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a dynamic work environment, and would like to join our team, please submit your resume and covering letter (in the English Language) to: careers@dvelectronics.com or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.