

Job Title:	Electronic Components Buyer / Planner		
Location:	ARCX Incorporated, Markham, ON		
Date posted:	June 2014	Position Type:	Full-time or Part-time
Website:	http://www.arcx.com/careers		
The Company			
<p>ARCX is a manufacturer of advanced Automation Control & Monitoring electronics and software products, used in flexible manufacturing, automotive and transportation manufacturing, workforce management, digital signage, and other industries. ARCX's unique web-enabled systems perform 24/7 in some of North America's leading companies and manufacturing plants.</p> <p>With our rapid growth, we are seeking an experienced, hands-on, and organized Electronic Components Buyer / Planner to join our team.</p>			
Job Description			
<p>As our Buyer / Planner, your responsibilities will include planning and execution of all direct material purchases including electronic components, PCBs, wire-sets, enclosures, packaging, and materials across multiple products and volumes, managing inventory levels, establishing bond programs with our distributors, scheduling builds through our contract manufacturers, and coordinating with internal teams – Order Fulfillment, Accounting, and Engineering (NPI & Sustaining). Other responsibilities include setting up BOMs and processing ECOs.</p> <p>Highly organized and accurate, you are able to work independently, make sound decisions with good judgment, and exhibit a sense of ownership in keeping the business running smoothly.</p> <p><u>DUTIES AND RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Track material inventory levels and consumption. • Calculate material requirements based on order demand across multiple products. • Establish pricing, MOQs, lead-time, and bonding programs with distributors. • Issue all purchase orders, releases, and rescheduling for production materials & assembly, track receipts, expedite and resolve issues. • Implement BOMs and ECOs in the MRP / Accounting system from engineering provided documents. • Coordinate with Suppliers, Accounting, Order Fulfillment, Engineering, and Sales. • Assist in evaluating and implementing new MRP and business systems. <p><u>EXPERIENCE, EDUCATION REQUIREMENTS</u></p> <ul style="list-style-type: none"> • College Diploma or industry accreditation in electronics, operations, purchasing, or management. • Five plus years' experience in electronics component purchasing for manufacturing. Strong, hands-on inside-sales experience with an electronics distributor would be considered as an alternate. • Knowledge of electronic active and passive component types, values, packages, and basic specifications. • Advanced Excel capability is an absolute must. (Vlookup, conditional formatting, linking across multiple sheets, cost analysis, clear and concise representation of data) • Experience with small-business Accounting and/or MRP software a must. QuickBooks experience would be a definite asset. • Proven track record of performance in the above. • Characteristics of accuracy, competency, ownership, and reliability. • Excellent interpersonal and communication skills. Professional and positive. 			

As an entrepreneurial company we value an informal, friendly, fast-paced, collaborative and results-oriented environment. If you thrive in this environment then we invite you to join our team. This is a full-time role but we will give consideration to an exceptional candidate who is seeking less than full-time (ex. Parent of young school-children, etc.).

PLEASE APPLY TO:

E-MAIL: JOBS@ARCX.COM attn: Electronics Buyer Planner.

MAIL:

ARCX Incorporated, attn: Careers
151 Amber Street, Unit 16, Markham ON, L3R 3B3

WEBSITE: [HTTP://WWW.ARCX.COM/](http://www.arcx.com/)

We appreciate your interest however will be corresponding only with those candidates selected for an interview.