

## Materials Manager

Lee Specialties designs and manufactures pressure control equipment, production logging tools, logging system and related equipment for the cased-hole wireline service industry.

Established in 1999, Lee Specialties now employs more than 125 people at our Red Deer, Alberta facilities, which means we have doubled our employees since 2009. We proudly serve both the national and international markets and are currently expanding our facilities into the USA with the opening of our new sister company, Lee Specialties (USA). We employ the gamut of vocations from skilled trades people to professional and are looking for out of the box thinkers to join our growing staff.

The best and most talented people form the Lee Specialties team. Together, we make the innovations come alive. We are seeking a **Materials Manager** to join our team.

### JOB SUMMARY:

As a Materials Manager you will plan and direct all inventory personnel while implementing and maintaining systems to standardize materials procedures in all departments of the company.

### RESPONSIBILITIES:

- Develop and maintain a system for material quotations to supply base
- Follow up with suppliers to ensure deadlines are met
- Develop and maintain a system to track and follow up on material quotations to ensure timeliness
- Maintain potential vendor database, research and identify new potential cost effective suppliers
- Negotiate with supply base for lower price on quotations
- Re-negotiate any supplier contracts to ensure servicing incentives are identified
- Assist facilities to resolve issues relating to material inventory
- Develop sourcing and inventory management strategies for categories or commodities, ensure standardized sourcing process is consistently implemented and followed
- Manage inventory and procurement activities including transfer of knowledge and best practices, the development of new processes, standards, systems and tools to support and train members of the inventory/procurement team
- Review and approve Purchase Order and Supply Agreements
- Analyze quotes received to ensure completeness and accuracy

### QUALIFICATIONS and Experience:

- Post-secondary education in business, materials management, or related field experience
- 3 to 5 years management level experience in a procurement function
- CPP, CAPIC, or APIC designation would be preferred

- Experience in logistics
- Experience with transportation / shipment and material handling experience internationally
- An intermediate understanding of ERP Systems and computer skills is required
- Excellent oral and written communication skills
- Strong organizational and problem solving skills
- Proficient knowledge of computers including Word, Excel, PowerPoint, and the internet

### Apply:

Please provide cover letter, resume, and references with attention to Human Resources

Mail: Lee Specialties  
7739 Edgar Industrial Way  
Red Deer, AB, T4P 3R2  
Canada

Email: [hr@leespecialties.com](mailto:hr@leespecialties.com)  
Fax: (403) 347-3312

Walk-ins welcome. Please come prepared with the appropriate documents.

We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.