

Éminence Organic Skin Care

Purchasing Specialist (**NEW POSITION**)

The Products

Éminence Organic Skin Care provides premium products and unparalleled service to leading salons, spas and beauty professionals. Our products embody half a century of herbal craftsmanship and experience, and several centuries of unsurpassed skin rejuvenation techniques unique to Hungary. All of our products are handmade, using only the freshest ingredients known to nature without harming animals or using any harsh chemicals. Our ingredients are handpicked and hand harvested to ensure premium quality. Every ounce of Éminence products receives personal attention to produce and package.

The Company

Éminence Organic Skin Care is the pre-eminent name in the field of Organic Skin Care. Éminence Organic Skin Care is renowned as the most unique and effective line of natural skin care products on the market today.

Éminence has been voted “Favourite Skin Care Line” by skin care professionals and is considered #1 for skin care results in the natural & organic spa industry. Additionally, Éminence has won multiple “Best of the Best” readers’ choice awards for the best skin care products available, awards that are the most unbiased, prestigious honours given in the industry today.

Since Éminence’s arrival in North America, Éminence’s business has experienced tremendous growth in every major market in North America and has created distribution channels in over 20 countries.

Currently with over 200 team-members worldwide and with thousands of dedicated and loyal spa and salon business partners, Éminence has products which touch millions of faces and bodies across North America and throughout the world each year.

The Opportunity – Role Summary

The role reports to the Supply Chain Manager (SCM) and works closely with the Supply Chain Team and with Operations, Sales, Marketing, Product Development, Warehouses and the company’s Vendors and Service Providers. The Purchasing Specialist is responsible for creating vendor and service provider agreements that focus on quality and value and that take into account demand factors, pricing, economic order quantities, manufacturing and shipping lead times. The position will be responsible for using the companies ERP System and other tools to create requisitions, submit purchase orders and issue approvals-to-pay consistent with the company’s policies and procedures.

The Core Values

Extraordinary Service, Infectious Enthusiasm, Sincere Respect, Supportive Teamplay, Proactive Reliability

The Application

Closing Date for applications: *Callbacks and interviews have begun but applications submitted immediately will still be considered.*

Competitive Salary, Bonuses, Medical Benefits, Wellness Program and Incentives

Location: *Olympic Village area, Vancouver*

Application: Please send a cover letter and resumé to jmcgrath@eminenceorganics.com
For more information on Éminence Organic Skin Care, please visit www.eminenceorganics.com

Roles & Responsibilities

- Create vendor agreements with key vendors that focus on quality and value and oversee purchasing of products, components and print material from suppliers ensuring that they are of the right quantity, quality, price and availability to meet customer demand for finished products and meet the Éminence brand
- Work closely with Operations, Sales Marketing, Product Development, Warehouses and the company's Vendors to deliver extraordinary products on brand and on time
- Review marketing and sales forecasts, daily sales and inventory and other data and will create schedules for issuing requisitions and purchase orders and will work closely with Vendors to ensure inventory is readily available in the company's warehouses
- Document product and quality specifications, manufacturing and transportation lead-times for determining least cost shipping methods where appropriate for each product and with each vendor
- Document procedures for issuing requests for information, request for proposals and for tendering legal, competitive and ethical contracts that provide the best value for the company
- Manage purchase order actions (reschedules, cancels, expedites, confirmations)
- Analyze proposals and make recommendations to administer budgets and contracts.
- Perform cost reduction planning and execution
- Maintain and enhance vendor relations, performsupplier audits and initiate continuous improvement and supplier quality management programs
- Handle logistics where appropriate and trace shipments, follow up on undelivered goods and resolve problems/disputes with Vendors
- Write and review product specifications
- Inspect samples submitted by suppliers
- Manage returns to suppliers arising from product deficiency and receiving discrepancies
- Attend trade shows, conventions and seminars as necessary for product and inventory development
- Maintain currency with promotional literature such as catalogues and trade journals to analyze current and potential vendor data and forecast trends
- Negotiate with suppliers' representatives and end users

Key Skills required for this position:

- Extensive knowledge of the overall purchasing process
- A high degree of professional integrity, ethics, and confidentiality
- Good negotiation skills and the ability to interact with vendors and provide assistance to various departments
- Ability to organize large amounts of data, analyze data and document decisions based on the data
- Good verbal and written communication skills
- Good organizational skills
- Excellent administrative skills
- The ability to work independently or as part of a team
- A good memory for details

- The ability to adapt to a changing environment

Experience and Educational Requirements

- Education or experience equivalent to an undergraduate college degree - candidates with a 4 year degree in commerce, business management, operations management or a related field of study and/or equivalent work experience in purchasing and vendor management are preferred.
- Purchasing Management Association of Canada (PMAC) Certification and/or Supply Chain Management Professional designation (SCMP) preferred
- ERP system experience within a Supply Chain environment – hands-on experiences with Accpac and WHMS are an asset
- Advanced knowledge of Excel preferred
- Lean Supply Chain experience beneficial