



SENIOR BUYER – PURCHASING

Employer	Batteries Dixon inc.
Department	Operations
Reports to	François Champagne
Status	Permanent full-time position — 40 hours per week
Work location	5640 Louis-Hébert Avenue, Montréal, Québec H2G 2E8 — 100% on-site
Compensation	\$38.50 per hour
Start date	As soon as possible

Job Summary

The incumbent is responsible for the operational management of local and international procurement, import and logistics activities. As a key member of the Operations team, they develop and implement procurement strategies that promote operational efficiency, product quality, regulatory compliance and profitability. In collaboration with manufacturers, they also participate in the development of products tailored to the Québec and Canadian markets.

Summary of Responsibilities

- Purchase merchandise, general and specialized equipment, materials or business services
- Negotiate supplier offers
- Consult suppliers
- Review quotations
- Determine contract terms and conditions
- Establish delivery schedules
- Monitor the execution of delivery schedules
- Plan, organize and oversee the organization's logistics operations; conduct internal audits

Detailed Responsibilities

The main responsibilities are listed below. The incumbent may also be required to perform other related duties.

- Ensure the procurement of complementary materials required for product marketing and operational needs, such as labels, hardware and other necessary related purchases.
- Ensure product compliance and coordinate with warehouses regarding product placement.
- Develop new products according to Canadian market requirements (certifications, Electrical Code constraints, Hydro-Québec standards, etc.).
- Carry out R&D activities in collaboration with manufacturers, including requests for technical specifications for new products (voltage, capacity, connections [parallel, series], communication protocols).
- Ensure procurement of guaranteed volumes based on available storage capacity and monitor incoming and outgoing volumes.
- Follow up on and analyze forecast volumes against guaranteed volumes, and share the results with senior management.
- Track and analyze ordered inventory to ensure continuous supply.
- Monitor import activities through logistics platforms and communicate expected arrival dates to warehouses and the Sales team.
- Coordinate with international suppliers and oversee the customs clearance process, ensuring appropriate follow-up.
- Collaborate with other departments to ensure effective communication regarding received inventory, including Production, Logistics, Quality and Finance, in order to optimize the supply chain.
- Stay informed of relevant events affecting logistics, such as strikes, wars and fluctuations in raw material prices (copper, lithium, etc.).
- Manage local purchasing while optimizing costs associated with incoming products.
- Maintain the ongoing development and evolution of the technologies in place.
- Develop and execute effective procurement strategies to meet the company's operational and business needs.
- Oversee import processes, including shipment coordination, customs clearance of goods and management of risks associated with international transportation.
- Ensure compliance with local and international import regulations, including customs, tax and safety requirements.
- Monitor inventory levels and coordinate replenishment to ensure product availability while minimizing storage costs.

- Analyze procurement and performance data to identify trends, opportunities for improvement and potential risks, with a view to optimizing purchasing and import processes.
- Work closely with other company departments, such as Production, Logistics and Finance, to ensure seamless integration of procurement and import activities across the organization.

Technical and Non-Technical Knowledge

- Excellent understanding of customs regulations and import procedures, with the ability to ensure regulatory compliance.
- Detailed knowledge and understanding of the full range of battery technologies (AGM, lithium, Ni-CAD, lead-acid, deep cycle), along with in-depth knowledge of battery technical properties (nominal voltage, parallel and series connections, charge and discharge efficiency, peak current, CCM, cut-off voltage, BCI group, terminals, protection ratings [IP], operating temperature, certifications [UL, IEC, IEEE, CE, UN]); inverters (communication protocols, hybrid vs. non-hybrid, certification for connection to the Hydro-Québec grid); and solar panels (mono cells, poly cells, bifacial panels, power, Voc, Isc, efficiency).
- Ability to analyze data and use analytical tools to make informed decisions (forecasting, analysis of previous years' sales).
- Strong organizational, time-management and priority-management skills, with the ability to manage several projects simultaneously.
- Excellent written and verbal communication skills in French and English, with the ability to interact effectively with internal and external partners.
- Ability to negotiate with suppliers from different countries.

Job Requirements

Languages	Bilingual French-English, spoken and written
Education	Bachelor's degree (Engineering) or equivalent experience
Experience	3 to 5 years
Licence	Valid driver's licence
Checks	Criminal record and driving record checks

Skills and Knowledge

- Excellent understanding of customs regulations and import procedures.
- Experience in product development and in the green economy sector.

- Proficiency in Microsoft Word, Excel, Outlook and the Microsoft Office suite; knowledge of an enterprise resource planning (ERP) system.
- Comfortable using information management systems and databases.
- Excellent negotiation skills with international suppliers.
- Ability to analyze data and use analytical tools to make informed decisions.
- Excellent oral and written communication skills and the ability to maintain effective interpersonal relationships.
- Strong organizational skills, effective time and priority management, and the ability to manage several files simultaneously.
- Team spirit, flexibility, autonomy and the ability to resolve complex logistics situations.
- Ability to work in a fast-paced environment, under pressure and tight deadlines, while maintaining strong attention to detail.
- Excellent oral communication skills.
- Excellent written communication skills.

Working Conditions and Benefits

- Work performed entirely on-site; no remote work option.
- Dental care plan and health care plan.
- Disability benefits.

Environmental Contribution of the Position

The employer designates this position as a green job because it includes duties and responsibilities that have a positive impact on the environment and contribute to Canada's net-zero objective.

Posting Information

Posted	September 3, 2026
Closing date	October 4, 2026
Application	Direct application
Eligibility	Canadian citizens, permanent residents or temporary residents of Canada who hold a valid Canadian work permit

Individuals who are not authorized to work in Canada are asked not to submit an application; the employer will not respond to their application.