



# WORK AT DOMINION VOTING!

## Purchasing Manager - Toronto



**OUR COMPANY OFFERS HIGH-IMPACT, CHALLENGING, FAST-PACED, & REWARDING CAREER OPPORTUNITIES**

Dominion Voting is looking for a technical and strategic **Purchasing Manager** to join our team in Toronto! This is a new position on our Supply Chain team, reporting to our Director, Supply Chain, and it will be responsible for managing our contract manufacturers and the purchasing function for our global organization. This hybrid role will be focused on both, technical manufacturing engineering projects, and supply chain, purchasing, and procurement projects. If you enjoy being challenged, enjoy working in a fast-paced and high-growth company, and want to make a direct impact on the success of an organization – this position is for you!

### KEY JOB RESPONSIBILITIES:

#### Manufacturing Engineering:

- Manage contract manufacturers (CM's) engineering teams to develop and maintain methods, operation sequence and processes for manufacturing or fabrication.
- Interface with design engineering to coordinate the release of new products, estimate manufacturing cost, and determine time standards.
- Maintain records and reporting systems manufacturing operations and oversee on-site monitoring and auditing of CM's manufacturing processes during production.
- Liaise with HW design engineers to gain and assimilate electrical and mechanical design understanding and working knowledge of products.
- Work with CM's Production Support Engineers to help create and maintain low level production documents.
- Create product service and maintenance documents such as, Level-1 & Level-2 Maintenance Manuals; System Maintenance Manuals; and Precinct Technical Guide.
- Work with HW Engineering, Field Technicians and CM's Production Support Engineers to create and maintain product RMA processes for our products.
- Liaise with SW and HW Design Engineers in order to maintain and improve Manufacturing Test SW application and Test jigs to support production processes.

#### Supply Chain:

- Develop, lead and execute purchasing strategies and activities across multiple categories of spend, search for better deals and find more profitable suppliers.
- Plans and implements activities related to the timely, cost-effective procurement, inventory control, planning and quality control of production materials.
- Develop guidelines and procedures for vendor selection and evaluation of supplier change notification to qualify changes, as needed.
- Ensures the availability of materials in the supply chain, as scheduled, and the maintenance of inventory at minimum acceptable levels.
- Coordinates with finance/accounting on matters involving inventory carrying costs, payments and invoicing.
- Perform cost and scenario analyses, risk analyses, price forecasting, market trend analyses and benchmarking.

### THE SUCCESSFUL CANDIDATE WILL POSSESS:

- Bachelor degree in Supply Chain, Logistics, Engineering or Business (or related); or equivalent and relevant job experience
- 5+ years of managing production manufacturing and purchasing/supply chain efforts within the technology industry.
- Proven success with sourcing of, negotiation with and managing relationships with supply chain vendors.
- Excellent verbal and written communication skills – with the ability to effectively communicate to both technical engineering and as business personnel.
- Strong organizational skills to include multi-tasking and time management skills.
- Excellent analytical skills.
- Ability to work in a multi-discipline team to swiftly prepare and deploy products for political elections of all levels.
- Ability to establish and maintain effective business relationships with other departments and customers.
- Ability to analyze problems and identify potential solutions and preventive measures.
- Ability to travel up to approximately 20% of the time domestically and internationally.



Dominion Voting Systems provides innovative election solutions to more than 1,200 jurisdictions in North America and abroad. Our team shares several common qualities including high energy, innovation, and dedication to product and customer service excellence. Our company offers challenging, fast-paced, rewarding opportunities for individuals seeking employment in a variety of different functions.



TO LEARN MORE ABOUT OUR TECHNOLOGY, PEOPLE AND SERVICES  
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**INTERESTED  
IN THIS  
OPPORTUNITY?**

**EMAIL RESUME & COVER LETTER TO  
[RESUMES@DOMINIONVOTING.COM](mailto:RESUMES@DOMINIONVOTING.COM)**