Igloo Building Supplies Group Ltd. is the Northern Industry Leader, serving the Canadian Arctic market for over 65 years. We provide turnkey supply-chain, crating, packaging, marshalling and logistic services to our clients. Our Igloo team strives to provide excellent customer service support along every step of the way, by planning and paying attention to every detail.

Position: PURCHASING RESIDENTIAL/COMMERIAL DOORS, DOOR HARDWARE & WINDOWS AGENT

Location: Long Sault, ON
Department: Purchasing
Reports To: Purchasing Manager

Job Summary:

Igloo Building Supplies Group Ltd. is seeking a highly motivated and detail-oriented Purchasing Agent specializing in Residential Doors, Commercial Doors, Door Hardware, and Windows.

This Purchasing Agent is responsible for sourcing, purchasing, pricing, residential, commercial, institutional, and modular construction projects across Nunavut. This position plays a critical role in maintaining supplier relationships, controlling costs, ensuring material availability, and supporting project schedules.

The successful candidate will work closely with Sales, Project Management, Operations, and suppliers to ensure products are procured accurately, competitively, and delivered on time to meet our sealift deadlines.

Key Responsibilities

- Source and purchase residential doors, commercial doors, frames, windows, glazing products, and architectural hardware.
- Review purchase requirements and issue accurate purchase orders.
- Obtain pricing, quotations, and lead times from multiple suppliers.
- Negotiate pricing, freight terms, rebates, and vendor agreements.
- Monitor product availability, production schedules, and delivery commitments.
- Identify opportunities for cost savings and process improvements.
- Develop and maintain expertise in:
    - Residential entry systems
    - Commercial hollow metal doors and frames
    - Wood doors

  - Fiberglass and steel doors
  - Architectural hardware
  - Access control hardware
  - Aluminum storefront systems
  - Residential and commercial windows
- Review project specifications, drawings, and hardware schedules to ensure purchased products meet customer and project requirements.
- Stay current on industry trends, building codes, accessibility requirements, and manufacturer product changes.
- Forecast purchasing requirements based on sales trends, project schedules, and seasonal demand.
- Monitor backorders, stock and obsolete inventory.
- Participate in inventory counts and inventory accuracy initiatives.
- Maintain accurate product, pricing, and vendor information
- Build and maintain strong relationships with manufacturers and distributors.
- Evaluate supplier performance regarding pricing, quality, service, and delivery.
- Resolve product discrepancies, shortages, warranty claims, and vendor issues.
- Coordinate directly with suppliers regarding production schedules and shipment tracking.
- Support project estimating and sales teams with pricing and product recommendations.
- Coordinate material deliveries to project sites throughout Nunavut and other remote locations.
- Assist with product substitutions and value-engineering opportunities.
- Ensure materials are available to meet project deadlines.
- Track shipments and proactively address delays.
- Assist with consolidation opportunities to reduce freight costs.
- Work closely with Operations to ensure materials arrive on schedule.

Qualifications

- Postsecondary education in Purchasing, Supply Chain, Business Administration, Construction Management, or a related field is preferred.
- Minimum 3 years of purchasing experience in the building supply, construction, door, window, or hardware industry would be considered an asset,
- Experience reviewing construction drawings, specifications, and hardware schedules is considered an asset.
- Strong negotiation and communication skills.
- Excellent organizational and time-management abilities.
- High level of accuracy and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to manage multiple projects and priorities simultaneously.
- Proficient in Microsoft 365 Office, particularly Excel.

16255 County Rd #2
Long Sault, Ontario
K0C 1P0

Working Conditions:

- Full-time position with regular business hours.
- Occasional travel may be required to attend trade shows.
- Overtime may be required based on order volume and Sealift deadlines.

We offer on-the-job training, competitive pay, benefits, and opportunities for growth. If you are a motivated individual looking for a rewarding role, apply today!

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