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 AGENT

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

Job Summary:

We are seeking a motivated and detail-oriented Purchasing Agent to manage our procurement processes and ensure timely and cost-effective acquisition of goods and services. The ideal candidate will possess strong negotiation skills, a keen eye for cost-saving opportunities, and an ability to work effectively with vendors.

Key Responsibilities:

- Source and purchase materials, supplies, and services according to company needs.
- Negotiate with vendors to obtain competitive pricing, favorable terms, and reliable delivery schedules.
- Manage and monitor inventory levels, ensuring stock availability and timely replenishment.
- Establish and maintain strong relationships with suppliers, vendors, and service providers.
- Evaluate and compare vendor's performance and negotiate contracts for better pricing or terms.
- Resolve any issues or disputes with vendors, ensuring minimal disruption to operations.
- Process purchase orders, ensuring accuracy in product specifications, quantities, and pricing.
- Maintain detailed records of orders, shipments, and invoices for accounting and auditing purposes.
- Follow up on orders to ensure timely and accurate delivery, and track order status as needed.
- Work with internal teams to forecast purchasing needs and budgets.
- Monitor inventory levels and identify cost-effective solutions to reduce waste or excess stock.
- Assist with budget planning and reporting related to purchasing expenses.
- Ensure all purchases comply with company policies, standards, and regulatory requirements.
- Perform quality checks on products and materials upon receipt to ensure they meet the required specifications.
- Prepare and present regular reports on purchasing activities, supplier performance, and inventory status to management.
- Analyze market trends, pricing, and industry developments to inform purchasing decisions.

Qualifications:

- Experience with building supply procurement would be considered an asset.
- 2-5 years of experience in purchasing, procurement, or supply chain management.
- Experience in negotiating with vendors and managing supplier relationships.
- Knowledge of procurement software and ERP systems.
- Strong negotiation and communication skills.
- Excellent organizational and time management abilities.
- Detail-oriented with strong problem-solving skills.
- Proficient in Microsoft Office Suite and purchasing software.
- Ability to work effectively in a fast-paced environment with minimal supervision.
- Certification in procurement (e.g., CPP, CPM, or similar) would be considered an asset.

Working Conditions:

- Full-time position with regular business hours.
- 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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