

Job Opportunity – Purchaser



Northern Waterworks Inc. provides premium water/wastewater operations to Municipal, First Nation, and corporate clients. We are a high growth company expanding rapidly throughout Ontario, now with divisions in Northwestern Ontario, Northeastern Ontario, and Southern Ontario.

The **Purchaser** provides purchasing support to the NWI Operations and NWI clients team with respect to the delivery of equipment and chemical products throughout Ontario.

Location: Thunder Bay

Permanent Full Time: 40-hour work week

Knowledge

- Post – Secondary Diploma/ Degree in Supply Chain/Purchasing or equivalent in experience
- CSCP, CSCMP and/or equivalent is considered an asset
- Hold a valid G Ontario Driver's License
- Familiar with arranging inbound and outbound logistics
- Evidence of training in the Occupational Health and Safety Act and/or Certification in Transportation of Dangerous Goods Act is considered an Asset.

Responsibilities

- Generating purchase orders based on approved requisitions, ensuring accuracy of order details, and coordinating with suppliers to confirm order receipt and delivery timelines.
- Discuss defective or unacceptable goods and/or services with inspection or quality control personnel, users and/or vendors.
- Monitoring stock levels, tracking inventory usage, and forecasting future requirements to prevent shortages or excess inventory.
- Identify appropriate measures for rectification and or troubleshooting Issues.
- Collaborate with various teams, such as sales, finance, and operations, to ensure seamless processing of purchase orders, quotes, and invoices
- Maintain manual and/or computerized procurement records.
- Maintain records of business transactions and product inventories, report data to management and/or government agencies
- Assist with computerized entries in ERP (i.e., assigning part numbers for inventory, invoicing and tracking inventory)
- Ensure the upkeep of procurement-related documents, including contracts and invoices, while helping with essential reporting duties as required.
- Cost savings initiative and strategic sourcing for high quality materials at the best price
- Coordinate inbound logistics for materials
- Coordinate and manage all logistics documentation
- Customer account management

Attributes

- Excellent communication skills both verbal and written.
- Experience with ERP Systems
- Attention to detail.
- Capable of working in a fast-paced environment
- Ability to multitask.
- Ability to work independently and/or in a team setting.
- Ability to analyze data and communicate information in reports.
- Highly capable of dealing with sensitive and confidential topics / material.
- Ability to travel as required

Compensation & Benefits:

- Hourly Rate Range: \$25.22 - \$37.57
- Career Growth Opportunities
- Continuous Training
- Protective Gear
- Benefit & Retirement Saving Plans (Company Matches)
- Competitive Compensation

We are an equal opportunity employer.

Resumes stating qualifications and work experience related to the selection criteria shall be submitted to Human Resources via email to hr@nwi.ca quoting the position noted above.

Posting Date: December 19th, 2025

Closing Date: January 7th, 2026