

Purchasing Manager

About the company

Tenfold HR Solutions is partnering with a fast-growing, mid-sized organization to find an experienced **Purchasing Manager**. Established in the wholesale distribution sector, our client supplies a wide range of products and services to a niche business client group in multiple provinces.

Position Summary:

This is an exciting opportunity to take ownership of procurement activities, supervise the Customer Service team, and manage facilities support for our Edmonton location. This role is both hands-on and leadership-oriented, with a strong focus on process enforcement, accuracy, and operational discipline.

Location:

This **Permanent, full-time** position is **in-person** and based in **Edmonton, Alberta**.

The Ideal Candidate:

- Is a detail-oriented and proactive senior purchasing professional who thrives in a fast-paced, multi-functional environment.
- Leads with clarity and consistency, ensuring adherence to established procedures and service standards.
- demonstrates a commitment to data integrity within the ERP system
- follows through on cross-departmental issues until resolution
- contributes meaningfully to process improvements by identifying inefficiencies, proposing solutions, and supporting continuous enhancement of purchasing and service workflows.

Success in this role is measured by consistently executing accurate and timely purchase orders, maintaining clear and professional vendor communication, and resolving supply chain issues efficiently.

Key Responsibilities:

- **Purchasing & Supply Chain:** Manage daily purchasing, optimize inventory, maintain and develop vendor relationships, and ensure ERP data accuracy.

- **Team Leadership:** Coach a small Customer Service team, set priorities, monitor performance, and uphold service standards.
- **Performance & Cost Improvement:** Lead sourcing initiatives, monitor KPIs, identify opportunities to enhance purchasing accuracy, efficiency, and cost-effectiveness; support data-driven decisions.
- **Cross-Functional Coordination:** Resolve issues with warehouse, finance, and sales; ensure timely follow-up and escalation when needed.
- **Process & Standards:** Maintain SOPs and ensure consistent execution across purchasing and customer service functions.
- **Facilities Oversight:** Coordinate facility vendors and ensure compliance with safety and maintenance standards.

Qualifications:

- A minimum of 3 years of experience in purchasing within the **wholesale distribution sector**, with a strong understanding of vendor relations, costing optimization, and supply chain management.
- **Professional designation** in Supply Chain Management (SCMP), or equivalent, is considered a strong asset, demonstrating commitment to industry best practices.
- Prior **team lead or manager experience**, including direct supervision of a small team, performance management, and/or mentoring and coaching staff to achieve departmental goals.
- Experience working in a **multi-branch organizational structure**, with the ability to coordinate purchasing activities across locations while maintaining consistency and efficiency.
- Willingness and ability to **travel as needed (about 25%)**, including site visits, supplier meetings, and industry events, with comfort navigating dynamic environments.
- Proficient in leveraging **technology**, including ERP and CRM platforms, data analytics tools, and digital sourcing solutions to drive efficiency and informed decision-making.

Compensation & Benefits

- Competitive annual salary depending on level of experience
- Company laptop, cellphone,
- Generous paid time off and holidays
- Dental, extended health care, life insurance
- Access to a staff discount program.

We look forward to hearing from SCMP-designated professionals and candidates. Please apply through [LinkedIn](#) or submit your resume to sxu@tenfoldhr.com