

**Position:** Purchaser & Inventory Technician – Level 2

**Department:** Purchasing

**Reports To:** Procurement Manager

**Location:** Grande Prairie, Alberta

**Type:** Full-Time / Permanent

**Join the Team That's Growing Healthy Communities. Work with Purpose. Live with Possibility.**

At Aquatera, we're more than a utility provider, we're environmental leaders delivering high-quality water, wastewater, and solid waste services while building healthier communities across Alberta. As a locally owned organization and an Alberta Top Employer, we're proud to offer meaningful work, opportunities for development and growth, and a fulfilling lifestyle all within a supportive work environment. Everything we do contributes to cleaner water, a healthier environment, and stronger communities so you'll go home knowing your work truly matters. We foster a strong, supportive culture grounded in safety, integrity, collaboration, and innovation. With opportunities for training, mentorship, and career advancement, Aquatera is a place to grow and thrive while maintaining a positive work life balance. We're looking for passionate and diverse professionals who share our values and are committed to making a lasting impact.

**About the Role**

We are seeking a detail-oriented and proactive purchaser & inventory technician, Level 2, to join our purchasing team. Reporting to the procurement manager, this role is responsible for both technical and administrative procurement activities, as well as managing parts inventory and stock consumables.

This position plays a key role in ensuring efficient purchasing processes, maintaining inventory accuracy, and supporting internal teams by delivering high-quality service and cost-effective solutions.

**Key Responsibilities**

- Manage procurement activities including RFPs, RFQs, and vendor sourcing
  - Qualify, onboard, and maintain vendor relationships and compliance requirements, establishing non-disclosure agreements (NDAs) and master service agreements (MSAs)
  - Negotiate pricing and terms to ensure best value
  - Monitor, order, receive, and track inventory and consumables
  - Maintain accurate inventory records, perform cycle counts, and update ERP systems
  - Create and manage purchase orders and requisitions, including fixed asset purchases
  - Coordinate freight, track orders, and resolve discrepancies with accounts payable
  - Issue and manage parts through work orders and support asset lifecycle processes
  - Provide backup support to the procurement manager and deliver excellent internal customer service
-

## Qualifications and Required Skills

- Minimum two years of experience in purchasing and inventory management
- Supply chain management professional (SCMP) designation (or actively working toward completion)
- Experience with ERP or automated purchasing systems (e.g., Business Central, Cityworks, Comply Works)
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams, SharePoint) and Adobe Acrobat
- Strong knowledge of procurement processes, policies, and compliance requirements
- Proven negotiation, vendor management, and sourcing skills
- High attention to detail with strong organizational and documentation abilities
- Ability to manage multiple priorities, meet deadlines, and adapt in a fast-paced environment
- Effective communication and collaboration skills across teams and with external vendors
- Technical aptitude to quickly learn new systems and tools
- Demonstrates professionalism, integrity, and a strong commitment to customer service
- Ability to work in both office and warehouse/shop environments

## Compensation

We offer competitive compensation and benefits including health, dental and vision, defined benefit pension plan, RRSP matching, health and wellness spending account, and above average vacation benefits.

## Conditions of Employment

- Legally entitled to work in Canada without limitations
- Valid Class 5 driver's license and satisfactory driver's abstract
- Pass 20 lb. fitness test
- Pass comprehensive drug and alcohol test

## Ready to make a difference?

Start your journey with Aquatera Utilities Inc. Apply at [Join Our Team: Aquatera](#). This competition will remain open until **June 5, 2026, or until a suitable candidate is selected**. We thank all applicants for their interest. Only those selected for an interview will be contacted.



We're proud to be recognized as a [Alberta Top Employer](#), marking our fifth consecutive year, reflecting our commitment to our people and the communities we serve.