

Join Nasittuq for a unique and rewarding experience!

Nasittuq provides Operation & Maintenance services for the North Warning System (NWS). The NWS is a joint Canada and United States early-warning radar system with 47 sites located in Northern Canada; a Control Centre and Support Centre located in North Bay, ON and a Contract Management Office located in Ottawa, ON.

SCOPE:

The Buyer is responsible for the procurement of material for the North Warning System (NWS) Contract at the CMO location (Ottawa). This position also provides technical direction to all purchasing groups to ensure that the procurement of goods and services are the best value based on price, quality, and timely delivery and are within the guidelines of the NWS contract.

Candidates are encouraged to include a cover letter along with their resume/application.

RESPONSIBILITIES:

- Reviews, approves, or recommends for approval purchase orders in support of day-to-day, AWR (projects) and sealift after verifying them for conformity to policy procedures and good business practices.
- Issue Purchase orders and follow-up regularly with vendors to ensure material is received within expected timelines.
- Conduct key buying and demand planning activities.
- Promote and develop contact with external suppliers to establish new sources of supply.
- Create and maintain vendor relationships.
- Ensure that purchased items that require special handling of goods are delivered to sites according to WHMIS, TDG and hazardous material guidelines.
- Consult with the site teams in identifying and analyzing logistical problems and recommending solutions.
- Assists customers in identifying material requirements through database research.
- Performs other duties/projects as assigned, to support the overall program and mission, and other initiatives of Nasittuq.

QUALIFICATIONS:

EXPERIENCE:

- Minimum five years' related experience in a high-volume purchase, materials management, or logistics environment

EDUCATION:

We thank you for your interest, however, only candidates selected for an interview will be contacted.