

Material Purchaser



NorTec Electric is a growing electrical contractor serving Saskatchewan's commercial, industrial, and service sectors. We are seeking a **Material Purchaser** to work closely with Project Managers and Site Superintendents, coordinating material procurement and supporting project operations to help ensure successful project delivery.

Key Responsibilities:

- Coordinate the procurement and delivery of materials for construction projects
- Process material requests and manage purchase orders
- Maintain supplier relationships, including returns, credits, and exchanges
- Support Project Managers and field teams with pricing, material take-offs, and project administration
- Track shipments and maintain procurement records
- Assist with project planning, scheduling, and overall project support
- Communicate effectively with suppliers, subcontractors, and internal teams
- Perform additional duties as required to support project success and operational efficiency.

Qualifications:

- Experience in purchasing, project coordination, or administrative roles
- Strong proficiency with Microsoft Office (Excel, Word, and Outlook)
- Excellent organizational, communication, and problem-solving skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Ability to work effectively both independently and as part of a team
- Strong attention to detail and commitment to accuracy

Why Join NorTec Electric?

At NorTec Electric, we invest in our people and support their professional growth. We offer competitive compensation, comprehensive benefits, and opportunities for career advancement within a collaborative, safety-focused, and growing organization.

APPLY NOW

Build your career with a team that values hard work, growth, and collaboration while delivering impactful projects across Saskatchewan.

Send your resume to :
careers@nortecelectric.ca

<https://nortecelectric.ca/>

