

Job Posting: Procurement Specialist

Tulmar designs, manufactures, and distributes engineered protective textiles and survivability solutions for the Aerospace, Defence, and Public Security industries. Operating from a modern 60,000 sq. ft. facility, we combine advanced manufacturing capabilities with in-house testing and certification.

We are looking for a **Procurement Specialist** to join a close-knit, hands-on team. This is an execution-focused role supporting day-to-day manufacturing operations.

Reporting to the Supply Chain Manager, you will ensure materials are available on time, at the right cost, and at the required quality to support production.

Duties & Responsibilities

- Issue and manage purchase orders for raw materials, components, equipment, and services
- Coordinate with production and warehouse teams to align supply with demand
- Track orders and expedite deliveries to meet production deadlines
- Negotiate pricing, terms, and delivery schedules with suppliers
- Monitor inventory levels to avoid shortages and excess stock
- Resolve supplier issues related to quality, delivery, or discrepancies
- Maintain accurate purchasing data, supplier records, and cost tracking
- Identify cost-saving opportunities and support continuous improvement initiatives
- Ensure compliance with internal policies and applicable quality/regulatory standards

What you need to succeed:

- Post-secondary education in Supply Chain, Business, or related field (or equivalent experience)
- 0–2 years of procurement or purchasing experience (manufacturing is an asset)
- Strong organizational skills and ability to manage priorities and deadlines
- Comfortable working in a fast-paced, production-driven environment
- Strong communication and ability to work cross-functionally
- Experience with ERP/MRP systems is an asset
- Familiarity with ISO or quality standards is an asset
- Knowledge of domestic and international sourcing is an asset
- Interest in lean manufacturing or continuous improvement is an asset
- Must be eligible under the Controlled Goods Program and ITAR (Canadian citizen or permanent resident) and able to obtain a Police Records Check (paid by Tulmar).

Pay: CA\$50,000.00-CA\$65,000.00 per year