

Job Posting: Procurement Specialist

Tulmar designs, manufactures and distributes engineered protective textiles, survivability and safety solutions for the Aerospace, Defence and Public Security industries.

Headquartered in Hawkesbury, Ontario, Tulmar operates a modern 60,000 square foot facility with equipment ranging from computerized cutting tables, stitching machines R.F. (radio frequency) welding and heat sealing equipment to highly sophisticated testing and certification equipment including cold temperature test chambers, inertia reel testing equipment and computerized measurement and test equipment for quality inspection.

We are currently looking for a **Procurement Specialist** to join a dynamic & close-knit team! This posting is for an existing vacancy.

Under the guidance of the Supply Chain Manager, the Procurement Specialist is responsible for sourcing and purchasing raw materials, components, and services required for manufacturing operations. This role ensures timely availability of materials at optimal cost while maintaining quality standards and supporting production schedules.

Duties & responsibilities:

- Responsible for issuing purchase orders for raw materials, components, equipment, and services in accordance with production and business requirements.
- Negotiate pricing, terms, contracts, and delivery schedules with vendors.
- Create and manage purchase orders in the ERP/MRP system.
- Monitor and manage inventory levels and coordinate with production and warehouse teams to avoid shortages or excess stock.
- Track purchase orders and expedite deliveries to meet production and sales deadlines.
- Resolve supplier issues related to quality, delivery, or pricing discrepancies.
- Maintain accurate purchasing records, supplier documentation, and cost data.
- Identify cost-saving opportunities and support continuous improvement initiatives.
- Ensure compliance with company policies, quality standards, and applicable regulations.
- Performs other duties as required assigned by manager.

What you need to succeed:

- Bachelor's or College degree in supply chain management, Business, or a related field (or equivalent experience) with 0-2 years of purchasing or procurement experience, preferably in a manufacturing environment. [We provide training!](#)
- experience with lean manufacturing or continuous improvement practices.
- Knowledge of domestic and international sourcing.
- Ability to meet deadlines and schedules.
- Capable of working in a team environment.
- Familiarity with quality standards such as ISO.
- Capable of working in a team environment.
- Flexible and willing to accept new challenges.
- Excellent organizational and interpersonal skills.
- Valid Police Records Check paid by the company.

Pay: CA\$50,000.00-CA\$60,000.00 per year