Procurement and purchasing agent

RAINHOUSE MANUFACTURING CANADA LTD.

Job ID
50692

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LOCATION	DATE POSTED	EXPIRY DATE
532 William Street, Victoria, BC | British Columbia	09-07-2026	05-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $38.50	2 years to less than 3 years	College/CEGEP

Job Details

Business Name: RAINHOUSE MANUFACTURING CANADA LTD.
Title: Procurement and purchasing agent
Number of Available positions: 1
Terms of Employment: Permanent, Full-Time (30 - 40 hrs/week)
Wage: $38.50 per hour
Benefits: Dental Insurance, Disability Insurance, Extended Medical Insurance
Language: English
Work Location: Victoria, BC.

Company Profile:
Rainhouse Manufacturing Canada Ltd. is a Canadian-owned advanced manufacturing company specializing in precision machining, electronics manufacturing, and integrated manufacturing solutions. Known for its innovative approach and commitment to excellence, Rainhouse partners with clients across aerospace, defence, marine, and technology sectors to solve complex manufacturing challenges and deliver high-quality results.

Job Description:
We are seeking a Procurement and Purchasing Agent to support the acquisition of materials, equipment, and services essential to our manufacturing operations. This role contributes to the efficiency of our supply chain and helps ensure the timely availability of resources needed to support production and business objectives. We are looking for a detail-oriented and collaborative professional who can build strong supplier relationships and contribute to our commitment to quality, innovation, and continuous improvement.

Job Description

At Rainhouse Manufacturing Canada Ltd., the Procurement and Purchasing Agent will be responsible for:
• Evaluate supply market conditions, assess potential procurement risks, and prepare analyses, reports, and recommendations to support sourcing and procurement activities.
• Purchase materials, components, equipment, supplies, and business services required to support manufacturing operations and production requirements.
• Assess purchasing requirements in collaboration with internal departments and develop specifications for materials,

equipment, supplies, and services to support manufacturing operations and new product introduction.
• Conduct supplier research, request quotations or tenders where appropriate, evaluate pricing, delivery schedules, quality, and service levels, and provide sourcing recommendations to support procurement decisions.
• Prepare, issue, and manage purchase orders, including order releases, confirmations, reschedules, and expedites to ensure continuity of supply.
• Develop, maintain, and evaluate supplier relationships and performance while identifying and qualifying potential new suppliers to improve sourcing opportunities and ensure continuity of supply.
• Negotiate pricing, delivery terms, and other purchasing conditions with suppliers, support contract adherence, and recommend or award supplier contracts in accordance with company policies.
• Coordinate delivery schedules, monitor order status, follow up with suppliers, and resolve delays, discrepancies, and procurement-related issues to ensure timely delivery of materials.
• Maintain accurate procurement records and purchasing information within the company's ERP system, including pricing, lead times, supplier information, and order details.
• Identify opportunities to reduce purchasing costs, improve procurement efficiency, and optimize supplier performance while supporting continuous improvement initiatives and responding to procurement-related inquiries from internal stakeholders and suppliers.

Position Requirements:
• Completion of a bachelor's degree or college diploma in business administration, commerce, supply chain management, economics, or a related field. A combination of relevant post-secondary education and equivalent work experience may also be considered.
• Education in engineering, manufacturing, or another related technical discipline is considered an asset for purchasing industrial products and manufacturing materials.
• Minimum 2–3 years of experience in procurement, purchasing, or supply chain operations, preferably within a manufacturing or industrial environment.
• Experience procuring industrial materials, machined components, electronics, or manufacturing supplies is considered an asset.
• Experience using ERP and/or MRP systems to manage purchasing activities, inventory information, and procurement records.
• Experience preparing purchase orders, sourcing suppliers, obtaining quotations, coordinating deliveries, and maintaining supplier relationships.
• Knowledge of procurement processes, supplier evaluation, and purchasing best practices.
• Proficiency with Microsoft Excel and other standard business software applications.
• Familiarity with Lean Manufacturing, Just-in-Time (JIT) inventory practices, and manufacturing materials is considered an asset.
• Professional purchasing certification (e.g., Supply Chain Canada/SCMP) is considered an asset.

Your Skills and Capabilities:
• Excellent communication and interpersonal skills.
• Strong analytical and problem-solving abilities.
• High level of accuracy and attention to detail.
• Strong organizational and time management skills.
• Proshop ERP experience is an asset.
• Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
• Ability to work independently with sound judgment and initiative.

• Strong collaboration and teamwork skills.
• Adaptability and flexibility in responding to changing operational and procurement requirements.
• Customer service-oriented with a professional approach to internal and external stakeholders.
• Dependable, reliable, and committed to maintaining high standards of quality and accuracy.
• Ability to lift up to 40 lbs (18 kg) as required.
• Ability to stand for extended periods when receiving, inspecting, or handling materials.

Contact information/how to apply:
Email resume to: rainhousemanufacturing@gmail.com
As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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