



PURCHASER

THE OPPORTUNITY

AMI Attachments is an industry leading North American manufacturer of quality, reliable attachments for excavators, backhoes, wheel loaders and other heavy construction equipment. With a head office and manufacturing facility in Ontario, west of Toronto in the Region of Waterloo, AMI Attachments serves the heavy equipment attachment market across Canada and the United States.

JOB SUMMARY

The Purchaser is responsible for sourcing, negotiating, and procuring materials, components, and services required for manufacturing operations at AMI Attachments. This role plays a key part in maintaining inventory levels, supporting production schedules, and building strong supplier relationships to ensure cost-effective and timely supply of goods.

The ideal candidate is detail-oriented, highly organized, and has strong communication and negotiation skills within a fast-paced manufacturing environment.

KEY RESPONSIBILITIES:

- Source and procure raw materials, fabricated parts, consumables, and services required for production.
- Issue purchase orders, confirm pricing and lead times, and follow up to ensure on-time delivery.
- Develop and maintain relationships with suppliers to improve pricing, delivery, and reliability.
- Monitor inventory levels and reorder points in collaboration with Inventory and Production teams.
- Work with the Production and Sales teams to understand and forecast material needs based on build schedules.
- Support cost-saving initiatives through vendor consolidation, negotiation, and alternate sourcing.
- Review and resolve purchase discrepancies, backorders, or supplier performance issues.
- Collaborate with Accounts Payable to resolve invoice and delivery discrepancies.
- Maintain accurate procurement records and documentation in ERP or purchasing systems.
- Assist in evaluating and onboarding new suppliers based on capability, quality, and pricing.
- Ensure compliance with internal purchasing policies, procedures, and quality standards.

Qualifications:

- Diploma or degree in Supply Chain Management, Business Administration, or related experience.
- 3+ years of purchasing experience, preferably in a manufacturing or industrial environment.
- Knowledge of procurement best practices, vendor management, and material flow.
- Proficiency in ERP systems and Microsoft Office. (Excel, Outlook, Word)
- Strong negotiation, organizational, and time-management skills.
- Excellent communication and interpersonal skills.
- Experience working with steel, hydraulic components, or equipment parts is a strong asset.

Working Conditions

- Full-time, on-site role at AMI Attachments in Hawkesville, Ontario.
- Monday to Friday schedule; occasional extended hours to meet production or delivery needs.
- Office setting with regular interaction in the shop/production areas.

COMPENSATION

- Compensation \$55,000 - \$85,000

Use our online application form, or email your cover letter and resume to: careers@amiattachments.com