Material purchasing officer

M-concrete & Maintenance Services Ltd

Job ID
10781

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LOCATION	DATE POSTED	EXPIRY DATE
319 Jessop Ave, Saskatoon, SK| Saskatchewan	14-09-2026	13-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $57000~$58000 annually	3 years to less than 5 years	College/CEGEP

Job Details

Position: Material purchasing officer (NOC 12102)
Company Name: M-concrete & Maintenance Services Ltd
Job Location: 319 Jessop Ave, Saskatoon, SK, Canada, S7N 1Y5
Salary: $57000~$58000 annually
Job Type: Full-Time, Permanent (30~40 hours per week)
Start Date: As soon as possible
Language: English
Minimum Education: College diploma
Positions Available: 1
Benefit: N/A
Hiring Email: admin@mconcretesk.com
The Company
M-Concrete is a trusted concrete service company in Saskatchewan. We handle both residential and commercial projects, providing services like concrete pouring, finishing, and repair. Our skilled team focuses on delivering strong and good-looking results, always meeting the needs of our clients with care and professionalism. If you need any concrete work done, M-Concrete is the company you can count on.
Duties:
• Purchase construction materials, equipment, tools, and supplies required for sidewalk, curb and gutter, road rehabilitation, and municipal infrastructure projects.
• Review project material requirements and prepare purchase specifications in consultation with project managers and site supervisors.
• Obtain quotations, evaluate suppliers, negotiate pricing, delivery schedules, and purchasing terms, and issue purchase orders.
• Coordinate deliveries to ensure materials and equipment arrive at project sites according to construction schedules.
• Develop and maintain relationships with suppliers and subcontractors to ensure quality, competitive pricing, and reliable supply.
• Monitor inventory levels of frequently used construction materials and arrange replenishment to minimize project delays.
• Resolve purchasing, delivery, and supplier issues, and maintain accurate procurement records, vendor files, and purchasing documentation.
• Identify cost-saving opportunities and recommend alternative products or suppliers while ensuring compliance with

project specifications and company purchasing policies.

Requirements:

• College diploma in business administration, supply chain management, construction management, or a related field.
• At least 3 years experiences as a material purchasing officer or construction materials coordinator or similar role.
• Proven record and knowledge in purchasing, procurement, materials coordination, or construction supply management.
• Proven ability to build and maintain strong supplier relationships and identify cost-reduction opportunities
• Proficiency with Microsoft Office and ERP procurement system

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