



## **Purchasing Officer**

**Posted by Canuck Sports Stuff (Toronto) Inc.**

**Posting Date :** 10-Feb-2025

**Closing Date :** 09-Aug-2025

**Location :** Scarborough

**Salary :** \$65000 Per Year

### **Job Requirements**

- **Education:** Bachelor's Degree
- **Language:** English
- **Years of Experience:** 5 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5546073

### **Job Description:**

## Join Our Team at Canuckstuff Toronto: Purchasing Officer Opportunity

Canuckstuff Toronto is seeking a self-motivated and results-driven **Purchasing Officer** to join our growing team. As part of our mission to drive innovation, growth, and cost-saving strategies, you'll play a key role in streamlining our operations and contributing to our expansion, particularly in brand production and sublimation printing services.

**Position:** Purchasing Officer

**Location:** Kennedy Rd & Ellesmere Rd, Scarborough, Ontario

**Job Type:** Full-Time, Permanent

### Key Responsibilities:

- Assist in developing and refining purchasing policies and procedures to ensure operational efficiency and effective service delivery.
- Collaborate with upper management and the sales team to meet business objectives.
- Build and maintain strong partnerships with suppliers, negotiating cost-effective agreements while fostering trust-based relationships.
- Review and assess technical specifications for materials, components, and equipment.
- Oversee all purchasing functions, including issuing purchase orders (POs), invoicing, pricing verification, and communication with accounting.
- Manage stock levels by placing orders that prevent shortages or excess inventory.
- Ensure timely product deliveries and minimize delays.
- Analyze data to anticipate and fulfill future product needs.

- Coordinate with the design team to source raw materials for the production of Canuckstuff products, exported to markets in Australia, the US, and the UK.
- Collaborate with the marketing team to arrange logistical transportation, ensuring on-time delivery, particularly for seasonal sports products.
- Source new sports-related products from international markets.

### **Skills & Experience Required:**

- Minimum 5 years of experience in apparel/textile purchasing or sourcing management.
- Strong network within the global apparel manufacturing industry.
- Extensive knowledge of textile materials and garment manufacturing processes.
- Experience in negotiating with suppliers is a plus.
- Excellent communication skills for building and maintaining long-term supplier relationships.
- Ability to travel domestically and internationally to visit suppliers.
- In-depth knowledge of international and domestic shipping, customs, and freight forwarding.
- A Bachelor's Degree in a related field or equivalent experience is preferred.

### **Compensation & Benefits:**

- **Salary:** \$65,000 per year (7 hours per day, 5 days per week).

- **Benefits:** 10 days paid annual vacation.

### **About Canuckstuff Toronto:**

Founded in 1991, Canuckstuff Toronto has grown from a small basement operation into a 20,000 square-foot facility. With a focus on providing exceptional customer service and competitive pricing, we have established ourselves as leaders in the volleyball and badminton communities. Specializing in court shoes, uniforms, and equipment, we are proud to be the main supplier of beach volleyball gear in Canada, as well as an exporter to Australia, the US, and the UK.

In addition to our retail operations, Canuckstuff boasts an in-house print shop offering custom screen printing and clothing decoration services. We cater to schools, clubs, and organizations with custom teamwear and merchandise. We carry top brands like Mizuno, Asics, Mikasa, Wilson, Under Armour, Nike, and Adidas, as well as our own exclusive lines, including Overkill, Canuck Volleyball, and Nothing But Volleyball. Canuck Badminton, a key part of our brand, showcases the largest badminton showroom in Canada, offering products from leading brands like Yonex, Victor, and Li Ning.

### **How to Apply:**

Interested candidates should apply by email only to: **[hr@canuckstuff.com](mailto:hr@canuckstuff.com)**.

**Note:** While we appreciate all applicants, only those selected for an interview will be contacted.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr@canuckstuff.com](mailto:hr@canuckstuff.com)**

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