

Job Opportunity – Sales and Purchasing Representative



Northern Waterworks Inc. provides premium water/wastewater operations to Municipal, First Nation, and corporate clients. We are a high growth company expanding rapidly throughout Ontario, now with divisions in Northwestern Ontario, Northeastern Ontario, and Southern Ontario.

The **Sales and Purchasing Representative** provides supports NWI in the safe and reliable delivery of goods and services to customers. Working under the direction of the department manager, the position coordinates assigned customer outreach, sales-support, purchasing, logistics, and administrative activities.

Location: Thunder Bay or within Northwestern Ontario

Permanent Full Time: 40-hour work week

Responsibilities

- Support business growth opportunities through prospecting, cold calling, email outreach, networking, customer visits, and participation in industry events as assigned by the Manager.
- Develop and maintain business contacts and strong customer relationships while promoting the company's products and services.
- Gather customer requirements; prepare quotations, proposals, sales orders, and related documentation for review or approval as required; and provide routine support throughout the sales cycle.
- Obtain quotations, negotiate pricing and terms, and coordinate purchasing activities from sourcing through delivery.
- Source and procure chemicals, equipment, pumps, tools, materials, and general supplies in support of business operations and customer requirements.
- Prepare, issue, and administer approved purchase orders, and coordinate with suppliers and internal stakeholders to support timely delivery of goods and services.
- Complete computerized entries, including assigning part numbers for inventory, and inventory tracking, in accordance with established procedures.

Qualifications

- Post-secondary education in a related field.
- A supply chain management certification or designation, such as Certified Supply Chain Professional (CSCP), Supply Chain Management Professional (SCMP), or equivalent is an asset.
- Experience in sales, procurement, logistics, or a combination of these disciplines.
- Experience selling to, supporting, or working with First Nations communities and organizations.
- Strong interpersonal, communication, customer service, and negotiation skills.
- Demonstrated ability to build customer relationships, identify opportunities, and support business growth.
- Experience obtaining quotations, evaluating suppliers, negotiating pricing, and purchasing products, materials, or equipment.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Knowledge of inventory management, procurement processes, and supply chain principles.
- Proficiency with Microsoft Office applications, including Outlook, Word, and Excel.
- Valid G driver's license and willingness to travel as required, including occasional travel to remote and fly-in communities by small aircraft and other modes of transportation as necessary.

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Attributes

- Excellent communication skills both verbal and written.
- Attention to detail.
- Capable of working in a fast-paced environment
- Ability to multitask.
- Ability to work independently and/or in a team setting.
- Ability to analyze data and communicate information in reports.
- Highly capable of dealing with sensitive and confidential topics / material.
- Possess cultural awareness and sensitivity

Compensation & Benefits:

- Hourly Rate Range: \$31.40 - \$42.20
- Career Growth Opportunities
- Continuous Training
- Protective Gear
- Benefit & Retirement Saving Plans (Company Matches)
- Competitive Compensation

We are an equal opportunity employer.

Resumes stating qualifications and work experience related to the selection criteria shall be submitted to Human Resources via email to hr@nwi.ca quoting the position noted above.

Posting Date: October 27th, 2026

Closing Date: November 5th, 2026