



BUYER AAR-163

About Us:

AAR Corp. (NYSE: AIR) is a global aerospace and defense aftermarket solutions company that employs more than 6,000 people across over 60 sites in over 20 countries. Headquartered in the Chicago, Illinois area, AAR supports commercial and government customers in more than 100 countries through four operating segments: Parts Supply, Integrated Solutions, Repair and Engineering and Expeditionary Services.

AAR's purpose is to empower people to build innovative aerospace solutions today so you can safely reach your destination tomorrow. The company's mission is to go above and beyond to provide value-driven aerospace aftermarket solutions to meet the evolving needs of our customers worldwide. AAR constantly searches for the right thing to do for its customers, employees, partners and for society.

Description:

This position is responsible for supporting the planning and implementation activities related to the procurement of direct goods and services. The Buyer will be responsible for the day-to-day purchasing transactions ensuring strong customer service and relationship management.

What you will be responsible for:

- Purchase general and specialized equipment, materials, parts or services, which will be used or processed by AAR Aircraft Services or its customers.
- Process requisitions and update management on status of orders.
- Assess needs and clarify specs for equipment, materials and supplies to be purchased.
- Run daily reports; present information in daily meetings with project managers/customers
- Search for equipment, tools and components, invite tenders, consult with suppliers and analyze bids, quotes, products and suppliers.
- Obtain the best price, determine or negotiate terms.
- Reviews proposals, selects or recommends suppliers, analyzes trends, and ensures necessary records are maintained. Perform administrative follow up on each project to allow billing to be completed.
- Communicate with project managers and customer representatives.
- Follow up on rentals, service contracts, repair and calibration of tools.
- Coordinate logistics for transport and customers, establish delivery schedules, enforce fulfillment of contracts and communicate with customers and suppliers to solve problems and as required, escalate to Purchasing Supervisor.
- Work with the manager to prepare monthly reports including deficiency to stock.

- Suggest and participate in continuous improvement activities to drive process efficiencies.
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy.
- Follow up of KPI's

Perform other duties as assigned

What you will need to be successful in this role:

- Bachelor's degree or college diploma in a related field
- Certificate in Purchasing from the Purchasing Management Association of Canada (PMAC) considered an asset
- Minimum 2 years of similar experience in supply chain, aerospace industry considered an asset
- Proficient knowledge in Procurement including purchasing of raw material, chemicals and hardware an asset
- Ability to read Illustrated Parts Catalogues and other technical documents considered an asset.
- Practical knowledge of project management considered an asset
- Ability to work with multiple software/web applications at once
- Advanced Microsoft Office skills including Word, Excel and Power Point

The rewards of your career at AAR go far beyond just your salary:

- Competitive salary and bonus package
- Comprehensive benefits package including medical, dental, and vision coverage.
- RRSP with company match
- Generous paid time off program
- Professional development and career advancement opportunities

Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office environment
- Mainly desk work using a computer
- No shift work
- Alternate Saturdays worked (in office or from home) and alternate holidays
- Periodic overtime may be required (evenings and weekends in order to communicate to the suppliers abroad)
- Regular visits to the hangar floor to connect with employees or review processes and requests

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.

Qualified applicants may email their resume to windsorrecruiting@aarcorp.com. **Please quote file # AAR-163.** Please submit your resume in MS Word or PDF format no later than **July 31, 2025**.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.