



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)  
**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)  
**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Position Title: Buyer

### The position

We are looking for a Buyer to be responsible for supporting the planning and implementation activities related to the procurement of direct goods and services. This role will also be responsible for the day-to-day purchasing transactions, ensuring strong customer service and relationship management. Other key responsibilities include:

- 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 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

### Total rewards

As a team member, you receive:

- Comprehensive benefits package
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

## Performance objectives

- **Managing Relationships** – build trust, encourage two-way communications, and strengthen relationships
- **Building Partnerships** – developing relationships within and across work groups to achieve results
- **Communication** – conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message. Actively listens to others
- **Creating and Inclusive Environment** - making decisions and initiating action to ensure that business unit policies and practices are encouraged and individuals with diverse backgrounds, cultures, styles, abilities, and motivation are respected
- **Innovation** – ability to think creatively and share new ideas and concepts with team
- **Attention to Detail** – ability to work in a fast-paced environment with strong attention to detail managing multiple priorities and adapting to change in priorities
- **Adaptability** – Demonstrated ability to learn quickly and adapt to environment and fast-paced environment
- **Sound professional judgement** – applied to problem solving, analyzing and decision making
- **Multitasking** – demonstrated ability working in an environment that requires multitasking

## Education and experience

- 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 required 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

## Working conditions

- 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

### Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

### About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

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.

Qualified applicants may email their resume to [windsorrecruiting@aacorp.com](mailto:windsorrecruiting@aacorp.com) up to and including **September 18, 2024**.

**Please quote file #AAR-163.** Please submit your resume in MS Word or PDF format.

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

To support AAR's commitment to building a diverse and inclusive workforce, AAR encourages applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.