

JOB POSTING

Aircraft Purchasing Specialist

We are looking for a Aircraft Purchasing Specialist to join our team in our Maintenance department. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

The Aircraft Purchasing Specialist is responsible for sourcing and purchasing aircraft components, parts, and materials to support maintenance operations while ensuring cost-effectiveness and regulatory compliance. This role involves managing supplier relationships, optimizing procurement strategies, maintaining accurate inventory levels, and supporting operational continuity to prevent disruptions.

Responsibilities:

- Source and procure aircraft components, parts, materials, and services in a timely and cost-effective manner.
- Manage purchase orders, ensuring accurate approvals, proper GL coding, and alignment with operational needs.
- Develop and maintain strong relationships with vendors to negotiate favorable pricing, terms, and service levels.
- Monitor and adjust Min/Max inventory levels to maintain availability while preventing overstocking.
- Analyze market trends, part costs, and historical data to identify cost-saving opportunities and procurement efficiencies.
- Ensure compliance with aviation regulations and company policies for all purchases.
- Validate and maintain procurement documentation, including CHRs, ARCs, and Certificates of Conformance.
- Address shortages, backorders, and delayed shipments by proactively managing vendor performance.
- Optimize freight expenditures by selecting cost-effective shipping methods without compromising delivery timelines.
- Collaborate with internal teams, including Maintenance, Accounts Payable, and Planners, to align procurement activities with operational goals.
- Resolve warranty claims, invoice discrepancies, and product quality issues with vendors.
- Conduct market research to stay informed on pricing trends, new products, and industry developments.
- Provide accurate ETA updates and waybill tracking in WinAir for improved operational visibility.
- Support the development of inventory strategies for fleet maintenance, including spares kit management.
- Perform other procurement-related duties as required to support departmental and organizational objectives.

Qualifications:

- Post-secondary education in Procurement and Logistics is preferred, with related job experience (aviation-based Stores experience is considered an asset). A combination of education and experience will be considered.
- Knowledge in business, accounting, operations, and aviation-based stores.
- Excellent communication skills with the ability to communicate effectively with all levels within the organization, including external stakeholders.
- Excellent interpersonal skills with the confidence to influence external and internal stakeholders.
- Proficient in Microsoft Office (Outlook, Excel & Word) and procurement/ERP technologies. Aviation-related software experience is considered an asset.
- Strong organizational, planning, and time management skills, with attention to detail and the ability to work with minimal supervision.

Working Conditions:

- Office-based role with occasional weekend or evening work.
- On-call availability for after-hours emergency procurement (AOG) as needed.
- Valid Driver's License required.
- The successful candidate will work at both the Winnipeg Head Office and the St. Andrews Hanger.

Safety. Quality. Value

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<https://www.customheli.com/careers/>

Why Custom?

Custom Helicopters promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth.

We offer:

- Competitive Compensation
- Full benefits
- Pension plan
- Employee share purchase plan

At Custom Helicopters, we are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. We believe that a variety of perspectives and backgrounds strengthen our team and contribute to our success. We welcome applications from all qualified candidates, regardless of their background.

Application Deadline: March 3, 2025

