

JOB POSTING

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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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: Jan 19, 2026



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The Aircraft Purchasing Specialist is responsible for the end-to-end sourcing and purchasing of aircraft parts, components, materials, and services to support maintenance and flight operations. This role serves as a critical internal service partner to Maintenance, Planning, and Operations, ensuring the right part is available in the right location at the right time to support safe, efficient, and reliable operations. The role requires strong purchasing judgment, proactive communication, and effective prioritization to balance operational urgency, inventory strategy, supplier performance, and financial stewardship. The Aircraft Purchasing Specialist is expected to bring strong commercial expertise, new ideas, and continuous improvement thinking to enhance procurement practices across the organization.

Responsibilities:

Procurement & Purchasing:

- Source and purchase aircraft parts, components (including rotables), materials, rentals, and services in a timely and cost-effective manner.
- Generate and manage purchase orders, ensuring appropriate approvals, accurate GL coding, and alignment with operational priorities.
- Request, evaluate, and compare vendor quotations (RFQs) for outright purchases, repairs, and exchanges.
- Assess repair versus replace options and core exchange opportunities, communicating trade-offs related to cost, lead time, and operational impact.
- Provide accurate ETA dates and waybill tracking in WinAir to support maintenance planning and decision-making.

Inventory & Planning:

- Maintain and adjust Min/Max inventory levels based on fleet requirements, maintenance forecasts, and operational demand.
- Plan and execute replenishment activities across all operating bases.
- Support spares kit development, review, and ongoing management.
- Assist with master data creation and maintenance for parts, suppliers, and inventory records.
- Balance inventory availability, service levels, and cost to support operational readiness while minimizing excess stock and expediting.

Supplier & Vendor Management:

- Build and maintain strong supplier relationships to negotiate pricing, payment terms, service levels, and freight efficiencies.
- Identify, onboard, and evaluate new vendors, including credit setup and compliance verification.
- Monitor vendor performance and proactively address shortages, backorders, delays, and service issues.
- Resolve warranty claims, quality concerns, and documentation discrepancies in collaboration with internal stakeholders.

Compliance & Documentation:

- Ensure all procurement activities comply with applicable regulations and company policies.
- Validate and maintain regulatory documentation, including Certificates of Conformance, traceability records, and related compliance documentation.
- Maintain accurate and complete records of purchases, contracts, and supplier performance.

Cost Optimization & Analysis:

- Analyze part costs, historical purchasing data, and market trends to identify cost-saving and efficiency opportunities.
- Optimize freight spend by selecting cost-effective shipping methods without compromising delivery timelines.
- Support cost forecasting and budget alignment for maintenance and inventory expenditures.
- Recommend and implement process improvements to enhance procurement efficiency and financial controls.

Operational Continuity & Collaboration:

- Act as a primary point of contact for internal stakeholders on procurement-related matters.
- Proactively manage urgent and AOG procurement requirements to minimize operational disruptions.
- Assess and prioritize competing requests based on safety, operational impact, and business needs.
- Communicate clearly and consistently with Maintenance, Planning, Stores, and Finance regarding availability, constraints, alternatives, and risks.
- Resolve invoice discrepancies and ensure effective coordination between Purchasing and Accounts Payable.

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