



**Title:** Purchasing Assistant

**Location:** 16 Speers Road, Winnipeg

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Purchasing Manager, as the **Purchasing Assistant** you support the Purchasing Department through accurate product data, SKU maintenance and records in the internal POS system. You also provide periodic administrative, purchasing-related tasks and coordination support to Buyers ensuring products and materials are available to meet customer demand.

Your day-to-day responsibilities will include:

- Setting up new item numbers in POS system ensuring correct and complete item master data.
- Maintaining existing item number records and updating product details.
- Maintaining spreadsheets to support item set up, purchasing follow-up, and data validation.
- Supporting accurate on-time receipt of products by assisting and processing purchase order follow-up
- Supporting inventory processes and assisting with inventory counts at prescribed intervals and helping troubleshoot and reconcile variances.
- Coordinating with suppliers and internal teams to support purchasing and product information needs.
- Maintaining up-to-date knowledge of products and attend vendor training sessions when required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma or equivalent.
- Previous experience or ability to learn new POS and related purchasing/inventory functions.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint)

### **Preferred Requirements**

- Previous experience/skills/knowledge in purchasing is an asset.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

**Work Conditions**

You primarily work in an office setting during regular business hours. Some physical requirements for inventory counting and merchandising. Overtime may occasionally be required.

**About Us**

Star Building Materials is an independent, wholly owned division of Qualico. The company is a leading provider of building materials, trusses, ready to move homes, and cottage and garage packages operating under the Star Building Materials, Star Ready to Move Homes and Star Truss brands. With over 50 years of experience, Star Building Materials is committed to providing reliable and innovative products and services. To learn more, [click here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our Talent Community to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

**Closing Date:** March 17, 2026

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