NIEFS
NORTH ISLAND EMPLOYMENT

Junior Purchasing Agent
Full-Time

Campbell River Region
Campbell River

Monday November 16, 2026

$26 - $30/ hour ($52,000 to $65,000 per annum)

Company: Seymour Pacific Developments

Website: https://seymourpacific.ca/careers/

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:
Please apply directly at:
https://seymourpacificdevelopmentsltd.applytojob.com/apply/1uZqBVQRKC

Expiry Date:
Monday, November 30, 2026

Details:
We are currently seeking a Purchasing Agent who has a passion for construction and hands-on experience with building materials. This is a junior-level role ideal for someone with a background in construction sales, retail hardware, or materials coordination who is ready to grow into a procurement-focused position. The Purchasing Agent will work within the construction purchasing team to support the procurement of materials, tools, and equipment needed for multi-residential developments across Western Canada. You'll use your product knowledge to help make purchasing decisions, communicate with vendors, and coordinate deliveries with our sites and head office. Your contributions to the team: • Responsible for purchasing and distributing materials and supplies for multi-residential construction • Utilize product and material knowledge to make informed purchasing decisions • Review quotes, compare pricing, and create purchase orders • Support estimators and site teams by obtaining budget pricing and product info • Communicate with vendors, site staff, and internal teams • Ensure timely ordering to avoid delays and meet project schedules • Arrange delivery and/or storage of purchased materials • Maintain clear communication with site receivers • Handle any issues with incorrect or delayed shipments • Other duties as assigned What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of $52,000 to $65,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral

Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • Comfortability communicating with suppliers, trades, and construction teams • Familiarity with construction materials, tools, and building products is an asset • Ability to work closely with construction teams and support day-to-day material and purchasing needs • Experience in a hardware, building supply, or retail environment is an asset • Good organizational and time management skills • Ability to work independently and take initiative • Familiarity with quotes, orders, and basic documentation • Interest in learning and growing within a purchasing or procurement role • Knowledge of construction drawings or project timelines is an asset

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