

Purchasing officer

Drift Motors

Job ID

38940

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/38940>

LOCATION	DATE POSTED	EXPIRY DATE	
Brampton, ON (L6W 3H4), Brampton, ON Ontario	24-01-2026	23-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.00	1 to less than 7 months	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Purchasing officer

Posted by: Drift Motors

Posting date: January 24, 2026 Closing date: March 25, 2026

Job location: Brampton - ON, Canada

Salary: 38.00

Vacancy: 1

Job category: Automotive

Website: <https://www.driftmotors.ca/> Job id: 20260124-064227

Job description:

Purchasing Officer

Verified Job Posting

Employer: Drift Motors

Location: Brampton, ON (L6W 3H4)

Work Location: On-site

Job Type: Permanent, Full-time

Vacancies: 1

Start Date: As soon as possible

Salary

\$38.00 per hour

35 hours per week

Overtime required and available

Work Schedule

Day, Early Morning, Evening

Flexible hours

Key Responsibilities

1. Purchase new and pre-owned vehicles from manufacturers, wholesalers, auctions, and authorized suppliers
2. Assess inventory requirements and market demand to determine purchasing needs
3. Negotiate pricing, payment terms, and delivery schedules with vehicle suppliers
4. Review quotations, purchase agreements, and contract terms
5. Coordinate vehicle deliveries, logistics, and related documentation
6. Maintain accurate purchasing, inventory, and supplier records
7. Resolve supplier-related issues including pricing, delivery delays, or documentation discrepancies
8. Collaborate with sales and operations teams to support dealership inventory strategies

Education & Experience

Education:

College, CEGEP, or other non-university certificate or diploma (1-2 years)
or equivalent experience

Experience:

1 to less than 7 months

Languages

English

Computer & Technical Skills

1. MS Word, MS Excel, MS Outlook
2. MS Office Suite
3. QuickBooks
4. Database management
5. Electronic mail

Work Conditions & Physical Capabilities

1. Ability to work independently
2. Fast-paced environment
3. Work under pressure with tight deadlines
4. Attention to detail
5. Ability to manage multiple tasks

Personal Suitability

1. Strong negotiation and interpersonal skills
2. Excellent oral and written communication
3. Organized and detail-oriented
4. Team player with good time management
5. Flexible and adaptable

Security Requirement

Criminal record check

Benefits

Financial Benefits: Commission

Other Benefits: Free parking available

Who Can Apply

You can apply if you are:

-A Canadian citizen

-A permanent resident of Canada

-A temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to such applications.

-Additional ways to apply

By email

driftmotorsbrampton@gmail.com

If applying by email:

What you must include in your application:

1. Answers to the following screening questions:
2. Are you authorized to work in Canada?
3. Are you available for shift or on-call work?
4. Are you currently a student?
5. Are you willing to relocate for this position?
6. Do you have experience working in this field?

Job Description

Job Summary

Drift Motors is seeking a Purchasing Officer to support dealership operations by managing the acquisition of new and pre-owned vehicles. This role is responsible for assessing inventory needs, negotiating purchase terms with vehicle suppliers and wholesalers, coordinating deliveries, and maintaining accurate purchasing records. The Purchasing Officer works closely with sales and operations teams to ensure inventory levels align with market demand and business objectives.

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