

Procurement officer

Future Appliances Inc.

Job ID
40027

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 2, 9625 Yonge Street, Richmond Hill, ON Ontario	07-05-2026	03-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37/hour	1 year to less than 2 years	College/CEGEP

Job Details

Company: Future Appliances Inc.

Location: Unit 2, 9625 Yonge Street, Richmond Hill, ON L4C 5T2

Salary: \$37.00 hourly / 30 to 40 hours per week

Terms of employment: Permanent employment, Full time, Day, Evening, Morning, Weekend

Starts: as soon as possible

Vacancies: 1 vacancy

About Future Appliances Inc.

Future Appliances was established in 2024 and is the largest retailer in the Greater Toronto Area specializing in the professional distribution of various mid-to-high-end appliance brands. We focus on providing consumers with a one-stop shopping experience and has established long-term, stable partnerships with multiple well-known international and domestic brands. With a rich selection of products, reasonable prices, and comprehensive after-sales services, Future Appliances is committed to offering the highest quality products and services to our community.

How to apply

By email: admin@futureappliances.ca. Candidate's resume and cover letter must be included along with the following screening questions:

- o Are you authorized to work in Canada?
- o Do you have experience working in this field?
- o Do you meet the language requirements listed in the job posting?

References attesting experience later in the hiring process may required.

Job Description

This is an on-site role based at our Richmond Hill location. You will manage the full lifecycle of our inventory—ensuring our showroom displays the latest premium models while our store maintains the stock levels necessary to fulfill immediate customer orders. You will be the central point of contact between sales, logistics, and our global manufacturing partners.

Core Responsibilities

Inventory & Strategic Sourcing: Lead the purchasing of high-end appliances and specialized showroom equipment,

ensuring our product mix aligns with current market trends and customer demand.

Requirements Analysis: Assess stock levels to develop precise specifications for equipment and supplies, ensuring optimal inventory turnover.

Vendor Relations & Consultation: Act as the primary point of contact for premium brand representatives; consult regularly with suppliers to stay ahead of product launches and supply chain shifts.

Strategic Negotiation: Proactively negotiate offers, pricing, and volume discounts with suppliers to improve company margins and secure competitive advantages.

Contract Management: Review quotations and determine favorable contract terms and conditions; award contracts to vendors that meet our high standards for quality and reliability.

Logistics Coordination: Establish and manage complex delivery schedules, ensuring seamless coordination between manufacturer ship dates and showroom arrival.

Performance Monitoring: Closely monitor the progress of all delivery schedules to proactively identify and mitigate potential delays.

Relationship Management: Directly resolve high-level conflicts or discrepancies with both clients and suppliers to maintain Future Appliances' reputation for excellence.

Technical Skills & Qualifications

Education: College/CEGEP diploma in Business/commerce, or related field

Experience: 1–2 years in a purchasing or buyer role (Experience in a Retail/Showroom environment is highly preferred).

Data Fluency: Advanced proficiency in Microsoft Excel (tracking margins, inventory aging, and stock levels).

Systems Knowledge: Experience with POS/ERP systems and digital logistics/tracking portals.

Communication: Elite English communication skills, with the ability to negotiate firmly with suppliers and assist clients professionally.