



2026-08-11

ENWIN Utilities Ltd. is currently accepting applications for the vacant position of:

Buyer
(Temporary 12-month Contract)
Hourly Rate \$29.41 - \$36.76

Location: Windsor, ON

Reporting to the Manager Procurement, the successful applicant will be responsible for assisting and supporting the organization by preparing, summarizing and evaluating quotes for material and services. The duties include but are not limited to: preparing, evaluating, and summarizing quotations/tenders according to the purchasing policy; processing purchase requisitions; ensuring timely delivery of services/materials needs; analysing and resolving accounts payable discrepancies; reviewing ongoing vendor performance; researching new suppliers and products; maintaining records pertaining to RMS, MSDS sheets, vendor insurances, and WSIB clearance; all other duties as assigned by the Manager Procurement.

Hours of work will be 8:00 am – 4:30 pm.

The successful applicant must possess the following qualifications:

- Minimum of an Ontario Secondary School Diploma with a minimum of two to three years similar or related experience.
- Successfully completed a minimum of three (3) supply chain management courses through an accredited association, college or university or ability to complete as per Article 8.01 (a) of Services collective agreement:
- Ability to effectively and professionally communicate orally and in writing.
- Demonstrated ability to multi-task.
- Knowledge of purchasing and inventory procedures.
- Fluent in various office software packages including Microsoft Office (Word and Excel), SAP experience in a purchasing environment would be considered an asset.
- Demonstrated ability to work both independently as well as in a team environment.
- Excellent organizational skills.

Qualified applicants may submit their resume to the Human Resources department at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Sunday August 23, 2026**. **Please quote file EWU-26-01-046 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce, and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment

4545 Rhodes Drive, P.O. Box 1625, Stn. "A", Windsor, ON, N8W 5T1



opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.