

**About Us:**

Trinity Aerospace was founded in 2000 primarily as a sheet metal fabrication shop. Over the years we have vertically integrated to include assembly, some processing, heat treatment, and machining.

In 2013 Trinity Aerospace entered into a joint venture with Altitude Aerospace to acquire DICI Industries, a machining and assembly facility located in Montreal, QC. This allows us to also offer the additional services of CNC precision machining and aerospace engineering services through our partner companies.

In our 30,000 sq. ft. modern facility, located in Mississauga, ON, we have state of the art equipment to fabricate simple or complex sheet metal parts up to 48" x 144" depending on part configuration. Our dedicated production team consists of "artisans" that are supported by a robust team of professionals.

Trinity prides itself on a quicker than normal turnaround time and produces "one-off" and small to large production runs. Besides build to print, we also provide Design/Build solutions for prototype & certification.

**Opportunity:**

We have a great team and we are looking to add a **Procurement Coordinator**. The Procurement Coordinator develops and implements cost-effective and efficient procedures to purchase assigned commodities in accordance with product specifications, services, and company policies and procedures. A successful candidate must possess a thorough understanding of Aerospace manufacturing material, processing and machining requirements in relationship to purchasing. We are looking for an experienced individual who is self-motivated, a quick learner and who is not afraid to ask questions.

**What We Offer:**

- Supportive, continuous learning and improvement mentality
- Leaders that will mentor you and encourage growth
- Pleasant, respectful, inclusive, family-oriented environment
- Total Rewards Package includes cost shared benefits with standard medical, dental and vision coverage, a health spending account, and competitive wages
- Annual employee events such as holiday parties
- Flexible hours: Monday to Friday, Office hours are 7:00am to 6:00pm, flexible start time between 7:00am to 9:30am, 8-hour shift with a 30-minute lunch

**Key Responsibilities:**

- Process daily RFQs, Sales Orders, Purchase Orders, and shipments
- Locate sources and fulfill all our customer's requirements
- Contact approved sources to obtain pricing, condition, and availability of materials
- Communicate effectively and maintain a professional relationship with vendors and customers
- Resolve Non-Conforming Materials (NCM) issues
- Enter quotes and update information into the system
- Other duties as assigned

**What You Need to be Successful:**

- 1-3 years in an Aviation Part Sales and Brokering position
- Experience with demand/supply chain planning and software systems is an asset
- Experience in a Shipping / Receiving role is an asset
- College certificate or diploma in Aviation or a related field is an asset
- Valid Driver's License
- Proven ability to work under pressure in a busy and complex environment with minimal supervision
- Proficient computer skills including typing skills, professional email communication and intermediate skills with Microsoft Office programs
- Ability to successfully prioritize and manage competing deadlines and changing requirements
- High level of accuracy and attention to detail
- Strong problem-solving skills with a focus on finding solutions
- Good verbal and written communication skills in English
- Positive attitude and team player
- Be safety minded

**How to Apply:**

If you are interested in joining the Trinity Aerospace team, please visit [www.trinityaerocanada.com/careers](http://www.trinityaerocanada.com/careers) to fill in an application and submit your resume.