

Job Posting

Technical Training and Purchasing Manager – Toronto, Ontario (Hybrid)

Full-Time - Permanent

Salary Range: \$80,000 - \$90,000

Posting Date:
September 21, 2026

About Avera

At Avera, our people are the foundation of every client experience we deliver. The Technical Training and Purchasing Manager plays a critical role in supporting our continued growth and ensuring we maintain high standards our client expect.

Reporting to the Regional Vice President, the Technical Training & Purchasing Manager oversees equipment purchasing, inventory coordination, and technical training initiatives. This role works closely with internal teams and vendors to ensure equipment is procured, deployed, and supported effectively while maintaining training standards and operational efficiency.

Qualified and interested applicants are encouraged to apply with their resume to:
c.careers@averaav.ca

What You'll Lead

General Purchasing

- Build out/maintain clear communication techniques and structures to ensure efficient operation of the purchasing and deployment process.
- Manage timelines and set priorities for task completion based on upcoming project or job-related needs of the company.
- Develop and implement purchasing strategies that align with company goals and ensure cost effective procurement of goods and services.
- Collaborate with internal departments (e.g., production, equipment, sales) to forecast demand and align purchasing plans.
- Negotiate contracts, pricing, and terms with suppliers to secure advantageous terms and minimize risk.
- Create and manage purchase orders in our inventory management software.
- Create and update inventory products and packages as required and in conjunction with the Equipment team.
- Notify the relevant parties of incoming equipment on PO's that may need review, QC, or manufacturing input to be prepared for the rental inventory.
- Attend team meetings and provide feedback on timelines, new ideas, and current issues.
- Stay up to date on industry trends in technology.
- Manage timelines and set priorities for task completion based on upcoming project or job-related needs of the company.



Packaging/Deployment

- Establish key standards for documents being passed between Production, Operations, and Technicians.
- Be the main point of contact for all relevant parties, internal and external, on the key details related to equipment purchasing and packaging.
- Ensure all equipment/packaging is efficient and current where needed.
- Ensure packaging is appropriate for both warehouse operations and onsite use.

Training

- Manage the development of training documentation and standards.
- Conduct and/or facilitate training to teams and technicians.
- Work with the Labour team to ensure technicians and contractors have all required training for events they are assigned to.
- Assist the Labour department to ensure adequate freelancer coverage is supported for business needs.
- Occasionally lead a small team to assist with receiving and other inventory related special projects.

Job Requirements

- Strong technical experience and knowledge of audio-visual event technology
- Experience with inventory management software is preferred
- Previous experience with purchasing and inventory control is preferred
- Experienced with managing equipment, technology or production-related assets
- Ability to lead multiple cross-functional projects
- Excellent organizational, communication and relationship-building skills
- Experience creating training materials, technical documentation along with strong facilitation/presentation skills.

Work Conditions

- Travel required
- Hybrid environment with a combination of office/work from home/on-site.

Total Compensation and Benefits

Total compensation ranges between \$80,000 and \$90,000, including bonuses and includes:

- 3 weeks of annual vacation
- Comprehensive extended health, dental, vision and wellness benefits plan
- Registered Retirement Savings Plan (RRSP)
- Employee and Family Assistance Plans
- Flexible working arrangements



Why Join Avera?

At Avera, you'll be part of a people-first culture that values growth, supports career development, and empowers our teams to make a local impact while contributing to a national organization. Our culture is built on three core values:

- Integrity – We do what we say. We build trust through reliability, honesty, and keeping our commitments to clients and one another.
- Authenticity – We show up as ourselves. We value diverse perspectives and create an environment where people can thrive as their true selves and through teamwork.
- Accountability – We own our results. We take pride in our work, support one another, and are empowered to make a meaningful impact every day.

Avera Audiovisual Inc. welcomes applications from minority groups and people with disabilities. We are committed to creating a more equitable, inclusive and diverse company and strongly encourage applicants of all genders, ages, abilities and life experiences to apply. Upon request, accommodation supports are available for candidates taking part in all aspects of the recruiting process.

This position is a new vacancy and is open to internal and external applicants. We appreciate your interest in applying, however, only those selected for an interview will be contacted. Please note all applications are reviewed by our recruiting team, no AI tools were used the screening or selection processes for this role.

