

## Position Summary

Provide support to the Procurement Department by assisting the Buyer's as required. Follow Purchasing Practices, Programs and Procedures in a very Dynamic, Project-Based, Custom Engineered Environment.

## Roles & Responsibilities

- Negotiation and purchase of commodities such as hardware, gaskets, plastic pipe & fittings and other low cost miscellaneous mechanical and electrical components;
- Assist procurement personnel in negotiation and purchase of high value and complex components;
- Perform logistics activities, including coordination of shipping from suppliers and to customers, track the movement of goods within the information system, liaise with and direct carriers and customs brokers;
- Create purchase orders and logistics documents in ERP system and distribute to suppliers and carriers;
- Coordinate supply agreements to ensure timely updates and accurate price lists with approved vendors;
- Reviews requisitions for completeness to ensure items quoted match requisitions released by Engineering;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories;
- Attend all required meetings to support project requirements;
- Compile RFP's and RFQ's to support engineering specifications and project requirements and coordinate the assignment of RFxx documents to suppliers, and assist with evaluation of supplier proposals;
- Resolve invoice discrepancies;
- Ensure that a verification of budget cost with proposed purchase cost is done and when required use a Bid Analysis or a Total Cost Analysis before any commitments are made to suppliers;
- Responsible to expedite suppliers and subcontractors for compliance to purchase orders and on time deliveries of all submittals, parts, equipment and services that are required to satisfy very demanding customer schedules;
- Be in frequent contact with suppliers and internal stakeholders to confirm status of order progress, ensure orders are shipped as agreed, and identify/resolve roadblocks before the project schedule is impacted;
- Coordinate document delivery from suppliers, such as quote responses, order confirmation, drawings, MTR's data sheets, etc;
- Compile and maintain delivery status information to report on movement of materials according to production and project schedules. Prepare and maintain accurate documentation on all quotations, purchases, correspondence, shipping arrangements and related follow-up;
- Has the ability to understand and prioritize the workload;
- Ability to perform work accurately and thoroughly with high attention to detail;
- Ability to complete assigned tasks under stressful situations.

## Location

- Calgary, Alberta

## Qualifications

### Education

- Relevant post-secondary education or related supply chain experience
- SCMP, SMT P.Log or related designations are assets but not required

### Experience

- Highly organized and efficient;
- Strong communication (written and verbal), and interpersonal skills, with the ability to build solid relationships; interact positively and work confidently with staff at all levels;
- Effective prioritization, problem solving, and sound judgment; successfully handle conflicting deadlines and frequent interruptions;
- Professional and discrete, with high standards of ethics and confidentiality, when handling sensitive information;
- Demonstrates and applies a broad knowledge of standard business practises through successful completion of moderately semi-complex assignments;
- Experience with Microsoft Dynamics Great Plains software or similar financial management software is an asset;
- Intermediate MS Office skills, including Excel, PowerPoint, Outlook, and Word. Visio experience is an asset;
- Experience in flow control components such as pumps, valves, instrumentation is an asset, but not required;
- This is a friendly and support environment and is an ideal place to advance a career in supply chain management.

#### **Work Environment**

- Office Environment

#### **Travel Required**

- Minimal travel is required in this role

#### **Health & Safety Responsibilities**

- Work in accordance with all legislated obligations.
- Work safely, and report all unsafe or unhealthy conditions.
- Be certain that the work assignments/activity does not create a condition that could be injurious to themselves or others.
- Become familiar with, and abide by, the rules, regulations and guidelines.
- Follow the safety instructions of their supervisor and/or work procedures.
- Report all injuries, incidents or workplace illnesses to the immediate supervisor as soon as possible, and cooperate with any investigation made to determine cause and future preventative measures.
- Cooperate with employer in the implementation of an early and safe return to work program.

#### **Quality Management System Responsibilities**

- Promote a quality culture.
- Follow procedures applicable to the role as per the Quality Management System.
- Report potential nonconformities.
- Implement correction, corrective action or preventive action as required.