



Procurement Coordinator

EQUUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day, together we deliver quality electrical services to rural Alberta.

EQUUS is seeking a Procurement Coordinator responsible for managing day to day centralized purchasing activities for EQUUS' four Area Offices and Corporate office. This position will work to coordinate procurement activities and prioritize effectively to meet the needs of internal stakeholders in a timely and efficient manner. This role also assists in the administrative duties and competitive bidding document formation for the competitive bidding process and administrative tasks for supplier and contract management.

Duties

- Process purchase requisitions and purchase orders in a timely manner
- Assist leaders and team members to obtain quotations
- Ensure supplier contract pricing is utilized and contract requirements are followed
- Provide concise and accurate administration/preparation of purchase orders
- Monitor/control purchasing activities including proper requisition sign-off and completion
- Provide support to the Operations Leader - Supply Chain with the implementation and on-going tasks of strategic procurement initiatives
- Ensure orders meet specified deadlines and paperwork from vendors is complete and correct
- Assist the Operations Leader – Supply Chain with the coordination and research for formal Request for Proposals and Request for Quotes including scheduling supplier meetings, issuing documents and updating templates
- Perform on-going expediting activities to ensure timely arrival of goods
- Proactively work with stakeholders to gain an understanding of their technical requirements
- Investigate and resolve order discrepancies
- Maintain Approved Vendor List and review new Vendor Requests
- Report on Supplier Key Performance Indicators
- Advise the Operations Leader – Supply Chain of any persisting issues with suppliers
- Reconcile invoicing and resolve invoice issues
- Perform contract management tasks and administration for EQUUS vendor Agreements
- Assist in the development and execution of cost savings initiatives
- Work with EQUUS' Warehouse Coordinators to establish and achieve just in time inventory purchasing, when possible

Subject-Matter Expertise

- Knowledge of procurement and inventory concepts, practices, and procedures in an industrial industry, preference given to those with direct electrical distribution industry experience
- Working knowledge of supplier contracts and negotiations
- Proficient with Microsoft Office Suite
- Experience working with Inventory Management software
- Experience working with a DOS Operating system, preference given to individuals with experience working with Bellamy
- Strong verbal and written communication skills



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Review and Approval of Work

This position reports directly to the Operations Leader – Supply Chain

Required Knowledge, Skills and Experience

- 3-5 years of experience as a tactical purchaser, buyer, or supply chain administrator
- Collaboration and relationship-building skills
- Ability to solve complex problems
- Ability to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment
- Ability to work within tight deadlines and prioritization of work to achieve them
- Strong analytical and critical thinking skills

Education

- Diploma or Degree in Business or Supply Chain Management or SCMP Designation considered an asset

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.