

Position: Procurement Associate, RQ19-46

Job Posting No: 2521

Company: TAQA North Ltd.

Location: Calgary, AB

Date Posted: October 2nd, 2019

Closing Date: October 23rd, 2019

Applications: To apply please visit: www.taqaglobal.com/careers

TAQA North Ltd., a subsidiary of the Abu Dhabi National Energy Company, is ranked among the top midsize oil and gas producers in Canada. The TAQA North America head office is located in Calgary, with field operations in Alberta, British Columbia, Saskatchewan, Ontario, Montana, North Dakota, and Wyoming that deliver production of approximately 75,000 barrels of oil equivalent/day. We are committed to driving a safety culture and acting as a socially responsible player in the communities in which we operate.

Job Title:

TAQA North is currently searching for a **Procurement Associate**. The successful candidate will report to the Manager, Procurement. The Procurement Associate will work directly with internal stakeholders and be responsible for analyzing spend profiles and developing/executing the full procurement process including RFI/RFP preparation, bid analysis and negotiating acceptable terms for TAQA North around pricing, quality and delivery within the parameters and metrics set by the organization. This individual will develop and maintain relationships with key category stakeholders and external suppliers. Regular communication, facilitation and presentation skills are necessary to interface with key stakeholders, cross-functional teams and management.

Job Description:

- Ensure compliance to TAQA North Procurement Policies and procedures for all controllable spend
- Responsible for completing all aspects of the sourcing process, including but not limited to creating category/spend profiles (by category, supplier, location, etc.), developing sourcing strategies, executing sourcing events (RFx), analyzes supplier proposals; conducts qualitative (service) and quantitative (pricing) analyses, conducting negotiations with suppliers and reports on supplier performance
- Issue POs / SUAs / WOs as required
- Facilitate a 'fact based' decision-making approach by leveraging all available data sources - accounting, purchasing, engineering, sales, suppliers, historical analyses, etc.
- Develop and maintain strategic relationships with key service providers and suppliers to ensure best quality service, commercial terms, safety, and surety of services
- Develops supplier negotiation framework including negotiation preparation information and tools, presentation materials and analyses, and participates in the negotiation process with suppliers.
- Researches industry benchmarks (pricing, quality, product changes, service levels, trends, etc.).
- Researches and analyzes the supply market and supplier capabilities to provide strategic insight.
- Identifies and drives joint process improvements, and takes the lead role on resolving issues with suppliers
- Responsible for the tracking and monitoring of key supply chain metrics (cost savings, cost avoidance, inventory etc.)
- Work with Contracts Coordinator to ensure that detailed documentation is developed, approved, and retained (eventually in contract file) to provide an audit trail of decisions made and methods used by sourcing teams in the selection of suppliers



Experience and Education:

- 5-10 years in any combination of purchasing, strategic sourcing and supply chain management experience
- Oil and gas experience
- Related Bachelor's degree or equivalent business background.
- Ability to thrive within a cross-functional team and execute within an analytic and strategic environment.
- Well established communication and negotiation skills, and strong decision-making capabilities
- Experience working for or with First Nations community preferred
- Demonstrated experience in executing contractual terms and conditions in conjunction with established policies and procedures
- Strong team player
- Must be a proficient user in the entire suite of Microsoft office
- Experience with Maximo P2P software

Please mention that you saw this posting on the Supply Chain Canada, Alberta Institute website. Thanks for looking on www.supplychaincanada.com and good luck with your job search!