

Job Title: Manager, Supply Chain

Always there. Anywhere. That's us! We are committed to delivering inspired solutions for a better world. We care about our communities, we care about each other, and we care about showing up for those who need us. We value and encourage different perspectives and we have the courage to do the right thing, even when it's hard.

Employer Descriptions:

Do you want to be part of the Canada's exciting energy transition through the development of energy storage, renewables, hydrogen, and carbon capture and sequestration? If you have an entrepreneurial spirit coupled with strong business acumen and a customer service approach, we are looking for you to join our team and share our vision, commitment and values. ATCO Energy Solutions (AES) represents a diverse collection of assets strategically positioned to meet the evolving energy needs of our customers. AES holds a competitive position in the Alberta Industrial Heartland through via the delivery of natural gas liquids storage and industrial water solutions. In addition, AES owns, operates, and optimizes strategic non-utility energy assets such as natural gas storage, natural gas pipelines, power lines, hydro-power generation, EV charging stations, and northern energy solutions. This diversity uniquely positions AES to execute on its core vision of 'Delivering Inspired Energy Solutions for a Better World' and will position ATCO as a leader in this generational energy transformation.

We are looking for a Manager, Supply Chain to join us in the exciting work we do to support and deliver all aspects of Supply Chain services for ATCO Energy Infrastructure (EI). Reporting to the Senior Director, Major Projects, you will work with supporting multiple groups within the organization including Major Projects, Facilities Engineering, Commercial Development, and Operations (the "Stakeholders"). You will be accountable for growing and supporting a team of supply chain professionals to deliver EI's exciting and ambitious growth plan will be a key success goal for this position. Specifically, key to the role is leading development and ongoing updates of an overall SCM strategy development for all EI groups and lines of business as well as specific strategies for discreet projects and initiatives. Extensive stakeholder engagement throughout EI is required in order to provide and maintain strategies which align with the business objectives, processes, policies, and financial targets.

What Else You Get To Do:

- **Procurement and Contracting Strategy Development & Implementation**
 - Acquire and consolidate short-term and long-term SCM requirements from Stakeholders.
 - Develop: Overall SCM strategies for the EI group and specific projects including detailed "Contracting Quilts" as required.
 - Coordinate review and approval of the various strategies by the appropriate Stakeholders and evaluate the various contracting options available to gain best value for EI.
 - Explore how EI's SCM strategies and needs can be coordinated with the overall ATCO Common Groups SCM strategies including leveraging corporate buying power and master services agreements.
 - Acts as the centralized reporting resource with respect to ERP, Spend, Contract, Category and Vendor Management.

- **Lead Proactive Vendor and Contractor Selection**
 - Develop and implement a thorough and efficient vendor and contractor pre-qualification process and maintain these as live lists.
 - Develop and issue custom tailored Expressions of Interest for upcoming supply / contract requirements to ensure bids / proposals have a high probability of acceptance.
 - Explore and investigate new suppliers and contractors as ATCO enters into new product lines, markets and services and establish an EI specific strategic sourcing matrix.
 - Identify improvement and innovation opportunities with vendors that will advance ATCO's business initiatives and conduct regular vendor reviews to drive strategic cost management initiatives.

- **Lead Vendor and Contractor Proposal RFQ Issue, Evaluations, Negotiations, and PO/Contract Finalization**
 - Using the completed EOI and vendor / contractor pre-qualification process, lead the collation of all RFQ components (Scope of work, terms and conditions, special conditions, invoicing instructions, reporting requirements, etc.).
 - Establish the specific fit-for-purpose contract / PO type, and terms and conditions for each order / contract.
 - Coordinate RFQ issue to the prequalified vendors and suppliers.
 - Lead the commercial evaluation process including clarifications and the commercial negotiation of final cost and schedule.
 - Responsible for the issue of the PO / Contract and confirmation of vendor receipt / kick-off.

- **Lead / Support Vendor & Contractor Management & Execution Performance**
 - Coordinate and expedite invoice review, approval, and payment including coordination with Project Accounting, Project Controls, and Management.
 - Drive change management on purchase order implementation and contract execution including scrutiny of contract progress and changes in coordination with the Project Controllers and Project Managers.
 - Interpret and enforce contract terms with suppliers and contractors.
 - Work closely with Stakeholder material management teams to ensure smooth receipt of materials and assist in resolution of OS&D issues.
 - Ensure material receipts are completed in the system, expedite invoice receipt and payment, and coordinate resolution of invoice discrepancies as required.
 - Lead vendor / contractor claims and dispute resolution, including coordination with internal / external legal support and various internal stakeholder groups.
 - Develop, populate, and maintain a database of vendor performance metrics / scorecards to support further interaction and utilization of vendors and contractors.
 - Regularly support coordination of information with the Common Services SCM group.

- **Human Resources Management**
 - Establish an SCM resourcing plan to ensure Stakeholder requirements are met to support project and business needs.
 - Drive the fulfillment of resourcing requirements in close coordination with the Senior

Director, Major Projects and the Human Resources / Recruiting group. This includes development of position descriptions, coordination of requisitions and approvals, and recruiting activities.

- Coordinate and provide support for the development of a high-performance workforce and individual performance objectives for team members and monitor results through measurable objectives and assessment of performance against the objectives.
 - Mentor through coaching, counseling, on-the-job training and supervision, as required.
 - Establish a basis for distribution of work and channel exceptions or major assignments.
 - Evaluate individual performance of direct reports and communicate effective feedback.
 - Support and communicate key corporate Health Safety and Environment initiatives.
 - Monitor compliance to ensure professional conduct and standards are maintained.
 - Resolve and mitigate staff interpersonal issues.
- **Development, Improvement and Implementation of SCM Processes, Procedures, and Tools**
 - Develop new and review existing SCM processes, procedures, and templates as required to support efficiency and standardization.
 - Roll out and train Stakeholder groups on the utilization of existing and new SCM processes, procedures, and templates.
 - Implement automation of forms completion and dataflow.

Who You Are:

- Post-Secondary diploma or degree in Business, Finance, Engineering, SCM, or equivalent
- Post-graduate degree considered an asset (MBA, LLB)
- Minimum of 15 years of progressively responsible procurement, project management, vendor management, contracting, legal, and / or supply chain experience required.
- Minimum of 5 years' experience leading multiple projects of at least \$50 million to \$300 million in value.
- Experience with the greenfield and brownfield development of energy facilities and pipeline is required.
- Proven leadership, supervisory, coaching, and mentoring skills.
- Exceptional interpersonal and communication skills – both oral and written.
- Proven experience in vendor and contractor management including change management
- Excellent organizational, workload management and project management skills.
- Excellent analytical, decision making, and problem - solving skills.
- Exceptional level of knowledge of materials and services sourcing and procurement concepts and process (e.g. seven step sourcing, bid analysis).
- Comprehensive understanding of the competitive bidding process, contract development skills, language and applications of terms and conditions
- Proven negotiation abilities.
- Excellent computer skills in Excel, Word and data analysis.
- High level of integrity. Principled in business dealings and relationships.
- Ability to excel in a high paced working environment.
- Related professional designation from a nationally recognized professional institute or association, preferred.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

AES is part of ATCO Ltd. ATCO delivers inspired solutions for a better world. We are a diversified global corporation with investments in the essential services of Structures & Logistics, Utilities, Energy Infrastructure, Retail Energy, Transportation and Commercial Real Estate. Learn more about how we build communities, energize industries and deliver customer-focused solutions like no other company in the world at www.atco.com. ATCO is proud to be an equal opportunity employer. Visit our [website](#) for more information.