

Worley Canada Construction is a leader in industrial construction in Alberta and western Canada. Our employees enjoy exciting careers in fabrication, modularization, field installation, and professional support services for some of world's most challenging heavy-oil facilities, gas plants, power-stations, renewable energy, and other industrial projects. As part of the global Worley team, we enjoy shared resources and opportunities with more than 20 Canadian locations and 40 countries.

Worley Canada Construction is looking for an experienced **Expeditor** to work with our project team in **Edmonton, AB**. This role is key in planning, scheduling and construction. The successful candidate will be proactive and organized in their reporting, with the overall goal to increase the project's efficiency.

Work Conditions:

- Edmonton Home Office/Hybrid Work from Home based schedule. 40 hours per week, Monday to Friday.
- Must have a reliable means of transportation as there is no public transit to our office.

Responsibilities:

- Progress monitoring/expediting of equipment and materials; typically for mechanical equipment, bulk piping, and Electrical, Instrumentation & Control packages and on complex engineered and process packages.
- Supporting Buyers during the bid/evaluate/award phase.
- Participating and lead kick off meetings with vendors.
- Monitoring vendor progress including submission of vendor drawings and manuals, placement of material orders, manufacturing, and preparations for delivery.
- Maintaining effective communication with suppliers to ensure timely delivery of equipment
- Monitoring vendor progress including submission of vendor drawings and manuals, placement of material orders, manufacturing, and preparations for delivery.
- Ensuring that any problems that may cause deviation from the technical specifications or project schedule are reported immediately.
- Work closely with vendors, engineering, and document control to coordinate timely submittal and return of vendor documents.
- Lead regularly scheduled meetings with Vendors
- Make decisions, which involve the planning, organizing, and scheduling of work
- Recommend changes in methods and systems
- Coordinating dissemination of report information detailing problem areas requiring follow-up, offering solutions to delivery/schedule delays
- Reviewing reports to determine schedule maintenance and troubleshooting
- Maintaining record of equipment status from placement of order to shipment from supplier's facility and arrival at site
- Creating Shipping Release Notices after collaboration with site and logistics
- Coordinating shipments, and monitoring delivery schedules and shipment processes.

Qualifications:

- Expediting or Purchasing experience within an EPC/EPF projects is required
- Experience in Logistics is an asset
- Previous experience in a construction environment is preferred
- Degree, diploma or certificate in Supply Chain Management or other applicable area is an asset.

- Able to communicate, understand, express, and apply basic technical, business, or administrative concepts.
- Ability to work with and maintain relationships with multiple levels of management

Worley strives to be an industry leader in health, safety, and environmental performance. Our vision is to achieve zero harm to people and assets, and zero environmental incidents. We select people who share our values, beliefs, and commitment to this vision and who demonstrate the expected behaviors, competencies and performance associated with their perspective roles with the company.

Please send your resume to HR.Cord@Worley.com

Attention Staffing & Recruitment Agencies: Worley Canada Construction will not pay fees for recruitment activities related to the hiring or placement of a candidate unless a written service agreement has been established and executed between a duly authorized representative of Worley Canada Construction and the recruitment/placement firm. In addition, in order to qualify for recruitment fees, all candidate resumes must be submitted to Worley Canada Construction through our Human Resources Recruitment department. Resumes sent to our individual department heads without the express written approval of the recruitment department will be ineligible for a fee.