



## Fort McKay Group of Companies LP

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| <b>Job Title:</b> | <b>Supply Chain Administrator</b>       |
| <b>Company</b>    | <b>Fort McKay Group of Companies LP</b> |
| <b>Division:</b>  | <b>Procurement</b>                      |
| <b>Reports to</b> | <b>Manager, Procurement</b>             |

### **SUMMARY**

Under the direction of the Procurement Manager, the **Supply Chain Administrator** will be responsible for ALL receiving of goods and services within SAP By Design. Ensure verification and signoff on the procurement side as it flows to Accounts Payable. The Supply Chain Admin will work closely with all operations groups.

This is a safety-sensitive position that may require completion of pre-employment testing.

### **DUTIES and RESPONSIBILITIES**

This position is required to perform the following, but not limited to:

- Verifying Packing Slips and LEMS are signed by appropriate FMGOC employees
- Tracking LEMs against PO's based on specific unit of measures
- Physically enter the receipt of Goods and Services in SAP by D System.
- Communicate with Purchasers if any issues or discrepancies
- Setup and assign coding to ALL stock and nonstock Parts
- Set up Product Portfolios/Data within company enterprise management system
- Maintain supplier and product data catalogs/tables to ensure data integrity
- Manage company material and service product data processes, standards
- Ensure company policies are communicated, administered, and enforced. (i.e. procurement, accounting, operational, regulatory, and administrative)
- Monitor service levels to ensure that performance metrics meet customer and stakeholder requirements.
- Provide a safe, secure, clean, and fair work environment. Create and nurture a culture of safety excellence.
- Evaluate the Procurement process and procedures, conduct cost analysis and setting benchmarks with the goal to continuously improve.
- Schedule is Monday to Friday; 8 hours per day



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### **QUALIFICATIONS/SKILLS**

- High school diploma or GED equivalent is required
- A valid Class 5 License (or equivalent) is required, along with a satisfactory 3-year Drivers Abstract.
- Candidates with PMAC Level 3 or an SCMP designation are considered an asset.
- Some Supply Chain experience in a Logistics, Warehouse or Transportation environment will be an asset.
- Experience in the use of SAP Business by Design or similar ERP systems is an asset.
- Knowledge in MS Office, specifically Word, Excel, and Outlook is required.
- Ability to lead projects, prioritize work and resolve issues with minimal assistance.
- Conceptual skills; able to understand the total system flow to resolve issues.

This is a temporary full time position located at the Logistics building in Edmonton, AB.

**Shift Schedule:** Monday to Friday; 8 hours per day

#### **What we offer:**

- Highly competitive salaries
- Safe working conditions
- The opportunity to make a difference: Rewarding and engaging atmosphere where you will see your contribution at work and be encouraged to grow in your career!

#### **To Apply:**

Please apply via the Fort McKay Group of Companies website <https://fortmckaygroup.com/careers/see-job-opportunities/>