

At Ovintiv, our people make all the difference in our success. Attracting and retaining the right people is the key to our business strategy. We are committed to your career and your development to recognize your potential and career aspirations. We offer employees a work environment with highly competitive employee compensation, benefits and vacation/time off provisions.

As an employer, we foster an exciting culture of innovation and inclusion. We drive progress by valuing our workforce, strengthening the communities we call home and respecting the rights of all. Our workplace is fast-paced, engaged and relentlessly focused on our goals through collaboration, innovation and a commitment to advancing our technology and ways of working.

Posting Close Date: 06/24/2022

The supply management services team is seeking a Materials Management Analyst with a proven track record of accomplishments to support current and emerging plays across Ovintiv's portfolio. Preferred work location is Denver however work location in Houston will also be considered.

Responsibilities

- Initiate and monitor movement of inventory items.
- Manage the receipt and distribution of materials (material transfers).
- Engage in regular interaction with key contacts within Ovintiv, including finance and field operations personnel, via in-person and virtual meetings.
- Confirm receipt of materials against shipping documents and purchase orders.
- Provide invoice coding; verify that commercial terms and conditions are met.
- Notify respective stock points of incoming shipments.
- Reconcile inventory records with stockyard reports.
- Participate in routine cycle counts, periodic physical inventories and annual inventory counts and reconciliation according to SOX guidelines.
- Support asset recovery and reuse of capital equipment initiatives.
- Champion continuous improvement of materials management processes as well as supporting software such as Asset Panda and Microsoft D365.
- Work collaboratively with all Ovintiv asset areas across North America.

Qualifications

- Bachelor's degree in Accounting, Supply Management or a related/equivalent degree from a post-secondary institution preferred.
- Five years of experience in materials management and/or inventory control would be an asset.
- Attention to detail with the ability to research transactional data for inconsistencies, errors, and reporting.

- Ability to implement inventory management best practices across North America.
- Oil and gas experience preferred (drilling, completion, midstream and/or COPAS/JIB).
- Working knowledge of computer-based resource management systems (ERP/MRP) is an asset.
- Demonstrated success driving results with key stakeholders through high performance and quality work.
- Knowledge of COPAS controlled materials preferred, including value add transactions.
- Experience leading change management initiatives under minimal supervision.
- Ability to work well with others in a multi-discipline team environment, also comfortable working in an autonomous and empowered environment.
- Creative, self-starter and progressive thinker who can work in a fast paced, change oriented environment.
- Strong skills in Microsoft Office Suite; Oil & Gas Accounting software preferred.
- Ability to communicate effectively, both verbally and in writing.
- Travel to US sites will be required.

In accordance with applicable law, the following represents Ovintiv's reasonable estimate of the hiring compensation range for this role.

HIRING SALARY RANGE: \$85,000 - \$130,000 USD

Compensation may vary and will be determined by the geographic location, education, experience, knowledge, skills, and abilities of the applicant, internal equity, and alignment with market data.

Benefits: Ovintiv offers a competitive benefits package. Click [here](#) to learn more.

At Ovintiv, we value diversity and are proud to be an Equal Opportunity Employer. All qualified applicants will receive equal consideration for employment.

Please note that due to the volume of applications received, we are unable to respond to any individual inquiry about the status of your application.