



## Procurement Specialist (Hybrid)

WorleyCord 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 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.

WorleyCord is seeking a Procurement Specialist to work in our growing Procurement group in our Edmonton, AB Head Office location.

### Responsibilities:

- Performs project activities involved with bidding, evaluating, and committing Purchase Orders (POs) and PO administration including:
  - Preparation and maintenance of bidder's lists
  - Issuing RFQs
  - Negotiating to obtain preferred pricing
  - Creating and Reviewing Commercial Bid Tabs
  - Preparing and issuing POs
  - Executing PO commitments within delegated signing authority and obtains signatures that require higher authority
  - Developing and maintaining pro forma documents, including legal comments to commercial terms and conditions
  - Ensuring project purchasing activities are consistent with Worley Policies and Procedures
  - Directing negotiations to obtain preferred pricing
  - Monitoring the Material Requisition to ensure milestone dates are being met
  - Monitoring milestone status to ensure supplier engineering, fabrication and shipments are meeting the project schedule dates
  - Ensuring that changes, claims and disputes are satisfactorily resolved and required approvals are on file
  - Ensuring PO revisions are being processed in a timely manner
  - Ensuring PO close outs are completed in a timely manner
- Work closely with Project Managers, Construction Managers and Estimating personnel.
- Work directly with Suppliers to expedite material orders; communicate delays and schedule conflicts with Project Team.
- Collaborate with relevant stakeholders' such as Client procurement representatives and Suppliers, to ensure all procurement activities regarding PO's have been addressed and covered off.
- Manage deadlines and ensure appropriate communication is provided (to relevant parties) when schedule conflicts arise.
- Administer and electronically distribute specified reports to Clients and/or project staff members.



Qualifications:

- 5-7+ years of previous industry experience in Procurement is required.
- Previous experience in a Construction environment in the domestic Oil and Gas industry is preferred.
- Proficient computer skills, including Microsoft Excel is required.
- Experience with Aveva - Enterprise Resource Management (ERM) system is an asset.
- Degree, diploma or designation in Supply Chain Management (SCMP) or other applicable area would be an asset.
- Able to communicate, understand, express and apply basic technical, business or administrative concepts.
- Must have a driver's license and a reliable means of transportation, as there is no public transit to the office

Work Conditions: Edmonton Home Office/Hybrid Work from Home based schedule. 40 hours per week, Monday to Friday.

Please submit resumes to [hr.cord@Worley.com](mailto:hr.cord@Worley.com)

WorleyCord 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.

Attention Staffing & Recruitment Agencies: WorleyCord LP 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 WorleyCord LP and the recruitment/placement firm. In addition, in order to qualify for recruitment fees, all candidate resumes must be submitted to WorleyCord LP 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.