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Procurement Specialist

Procurement - Blackfalds, Alberta

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Department **Procurement**

Employment Type **Full-Time**

Minimum Experience **Mid-level**

Compensation **\$30.00 to \$35.00**

Novamen Inc. is a successful chemical distribution company operating out of Western Canada for over a decade. We value the success of our employees and strive to build a work environment that promotes their professional and personal development goals. When you join our team, you can expect to be part of a collaboration focused group of individuals that strive to support each other and grow together.

We are looking for a Full-Time Procurement Specialist. Our ideal candidate is an engaged team player with strong communication skills.

Responsibilities:

- Source and procure chemicals, packaging and other goods aligning with production schedules and quality requirements.
- Monitor and evaluate supplier performance, ensuring compliance with safety, quality, pricing, delivery timelines and regulatory standards.
- Communicate with suppliers when product quality, delivery timelines, etc. are not met and find resolution.
- Negotiate contracts and pricing agreements with vendors to secure and maintain optimal terms and cost savings.
- Regularly request product prices and update price list.

- Collaborate with operations, quality technician and management to understand product specifications / requirements.
- Develop and maintain strong supplier relationships with all global partners.
- Monitor Purchase Orders and ensure payments are made as per terms in agreements.
- Monitor market trends and conditions to identify potential risks or opportunities in the supply chain (e.g., price fluctuations, availability issues).
- Manage inventory levels to avoid production disruptions while minimizing holding costs.
- Maintain accurate procurement records, including purchase orders, supplier contracts, and documentation required for audits and inspections.
- Create, support and implement continuous improvement initiatives in procurement processes and supply chain efficiency.

Requirements:

- Previous experience or education in procurement is preferred.
- Strong organizational skills and attention to detail.
- Proficient in Word, Excel & Outlook.
- Experience with QuickBooks is an asset.

Schedule:

- Monday to Friday, 8:00am to 4:30pm with a 30 minute unpaid lunch break.

Compensation:

- \$30.00 to \$35.00 per hour.

Additional Compensation:

- Comprehensive health benefits that start right away
- \$1,000 yearly Health Spending Account (after probationary period)
- RRSP Matching Program
- \$500 yearly employee selected donation
- Competitive pay structure
- Enjoyable and relaxed small business atmosphere
- Company dinners/events

We are an equal opportunity employer and consider all qualified applicants.

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