



## Senior Procurement Specialist

**Location:** Surrey, BC, CA

Affiliation: MoveUP

Employment Status: Full-Time Regular

Salary: \$3,010.00 Bi-weekly

Workplace Flexibility: No

Posting End Date: Open until filled

As the province's largest energy provider with more than 100 years of knowledge and experience, we proudly deliver renewable energy, natural gas, electricity and propane to 1.2 million customers.

We're actively seeking new talent to join our mission of transforming B.C.'s energy landscape. As one of BC's Top Employers with a diverse team of over 2,600 employees, we are committed to a safe and inclusive culture where each of us can connect, belong, and grow. Join us, and together, let's shape a brighter future for B.C.

### **Responsibilities**

- Reviews and analyzes requests for goods and services including detailed specifications and confers with the originator to eliminate ambiguities and to effect maximum contracting efficiency in terms of price, delivery and technical suitability of services and equipment.
- Performs and provides backup coverage as & when required, all duties and responsibilities of the Procurement Specialist including: managing strategic contracts containing complex requirements and high risk exposures.
  - Contracts primarily for complicated contractor & consulting services.
  - Ensures a clear understanding of the requirements and the deliverables expected and key success factors required for effective contract administration once the contract has been awarded and executed.
  - Creates and executes tender documents, leads pre-bid meetings, and responds to contractor queries.
  - Evaluates quotations received, negotiates terms and conditions where appropriate and awards contract.
  - Conducts market research on suppliers of goods and services.
- Provides support to capital projects by:

- Acting as a team member on Project Teams, coordinating and working closely with Project Team members.
- Providing contract execution activities as described in Item 2.
- Coordinating procurement activities within the Procurement Department to ensure project targets are met.
- Assists in developing procurement procedures and policy, and ensures that they are followed.
- Provides business coaching, mentoring and continuous improvement guidelines to Procurement Specialist.
- Assists in the distribution of work load within the Procurement Department.
- Performs duties of a minor nature related to the above duties, which do not affect the rating of the job

### **Requirements**

- Supply Chain Management Professional (SCMP) or equivalent designation.
- Eight (8) years recent, related procurement experience.
- Extensive knowledge of markets and Supply Chain Management best practices and trends.
- Ability to perform materials planning and buying assignments of a complex nature that requires knowledge of and experience with contracting-out practices and procedures, analyzing costs, preparing requests for quotation, evaluating bids and negotiating contracts.
- Strong business knowledge in a regulated gas utility industry.
- Strong working knowledge of procurement procedures and practices as well as materials resource planning and forecasting.
- Sound analytical, organization and communication skills including the ability to;
  - communicate effectively on technical details with clients, suppliers, engineers and technicians;
  - prepare/revise quotation requests and addenda; and,
  - negotiate effectively with vendors.
- Knowledge of invoicing and basic accounting practices and terminology.
- Superior technical writing skills.
- Courteous, professional manner.
- Basic knowledge of computer systems operations, environment and peripherals.
- Practical experience equivalent to level 3 competencies for Microsoft Excel and Word application. Sound working knowledge of other Microsoft software in use in the department such as PowerPoint and Visio.
- Ability to work independently with little or no supervision.
- Sound working knowledge of SAP MM module in an integrated environment would be an asset.

Our engaging workplace offers a wide range of challenging opportunities, while being safe, inclusive and diverse. We offer a competitive salary and benefits package, while supporting life-

long career development. We also encourage volunteerism and nourish the need to give back to your community.

To learn more about the recruitment process with FortisBC, please visit the [You're Applying. What now?](#) page for additional information.

FortisBC acknowledges and respects Indigenous Peoples in Canada, on whose Traditional Territories we all live and work. FortisBC is committed to Reconciliation with Indigenous Peoples and is guided by our [Statement of Indigenous Principles](#).

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