



Senior Buyer

Ekona Power is a Vancouver-based venture established by Evok Innovations Inc. and Innovative Breakthrough Energy Technologies (IBET). Ekona is developing a novel methane pyrolysis platform for low-cost, clean hydrogen production that will serve industrial markets, natural gas decarbonization and emerging clean transportation fuels. We believe this technology will have a significant and positive impact in a world trying to reduce greenhouse gas emissions and address Climate Change.

Our small, dedicated team is looking for a **Senior Buyer** to support our team in all areas of purchasing. A successful candidate would have experience and knowledge in all areas of purchasing and logistics. Should be comfortable working in a start-up environment, and have a positive, solution-oriented attitude. This full-time position would report to the VP of Product Development but would work with the entire team – marketing & sales, product development, operations, facilities and administration to achieve success. Ekona's facility is based in North Burnaby.

As the company expands, it is expected that the Senior buyer will grow with the company into the Purchasing Managers role and lead additional purchasing and business activities, with the additional responsibilities will come the benefits for the manager's position.

To paraphrase Ernest Shackleton: "Team Member Wanted: for small company, nascent processes, rapidly changing demands and priorities, schedules on the verge of impossibility, always tight on money, failure possible; honour, recognition and financial gain in case of success."

Primary Responsibilities:

(Primary Responsibilities: Other duties may be assigned).

- Works with scheduling, engineering and shopfloor staff to ensure that appropriate levels of custom and COTS parts are ordered to ensure on time delivery according to the build schedule.
- Develops a system to allow order tracking with costs, target delivery dates and follows up accordingly with suppliers for latest updates.
- Prepares reports for order status and delivery and works on expediting as needed
- Creates purchase orders and releases goods to departments. Creates purchasing plans based on lead times for goods, production forecasts and schedules,
- Investigate an ideal MRP systems that will allow the efficient managing of costs, timing to build, buy and eliminate purchasing error. Once approved, implements and manages the utilisation of the system
- Expedites delivery of material to user when required; monitors outstanding purchase orders
- Works with Engineering, lab techs and suppliers to respond to supply issues on quality and quantity and initiates returns and credits as needed.



- Leads the task of setting up accounts with suppliers and negotiates terms and conditions
- Manages all logistics for cross border transfer of goods, establishes relationships with brokers and agents as needed
- Tracks and monitors inventory, including the management of SFI (shop floor inventory) and goods
- Considers cost reduction opportunities through negotiations, efficient timing for shipment and cost breaks where possible.
- Monitors and reports material cost variances through purchases
- Collaborates with vendors on cost savings for plant supplies; works with corporate sources on supply contracts where applicable.
- Works with engineering and techs to ensure product quality, via COC, COA or inspection and test reports as required
- Supports the development of supply or business agreements with key vendors.

Additional skills or understanding in the areas of (Or able to gain these skills)

- Working with various teams to set up departmental budgets and implement cost tracking
- Establish key performance indicators for internal and external areas
- Leads negotiations with suppliers for cost, quality and lead-time improvements
- Investigates opportunities for improvements for ongoing spend – Maintenance, service providers etc.
- Familiar with JIT principles to control on hand inventory levels and cost

Perform other duties as required

- Supports the lab set up, prioritising requirements and controls budget
- Establishes requirements for service providers
- With support of key stakeholders negotiates cost and agreements for equipment maintenance
- Able to set up and manage a SFI (shop floor inventory), FIFO and if needed a Kanban system

The ideal Candidate would Have:

- 5+ years of experience of purchasing experience in a similar or technology field
- Strong communication abilities both written and verbal.
- Ability to work independently and as part of a team.
- Either holds a PMAC accreditation or willing to enroll in the program.
- Willing to roll up his/her sleeves to get involved as needed
- Flexibility to support other teams and groups – and call on them as required
- Good knowledge of thermodynamics, valves, seals, metals, and materials
- Proficiency in all office communication formats including MS office products.
- Desire to be part of a team with optimism and patience.