

Job Title: Procurement Specialist

Location:

Surrey, BC

Branch: Gas

Affiliation: MoveUP

Employment Status: Full-Time Regular

Salary: \$2,759.00 bi-weekly

Posting End Date: Open until filled

We're looking for new talent to join us as we reinvent the future of energy. Across BC, we have a diverse team of more than 2,500 employees we can't do without, yet we're growing as fast as ever.

You may think we're your standard utility that delivers natural gas and electricity, but we're also into cool, innovative energy solutions. Think carbon capture, renewable energies, and lower-carbon transportation for a start. We believe in creating a cleaner, healthier tomorrow.

If you like meaningful work, a dynamic environment, and forward-thinking colleagues, build your career with us. You'll get opportunities to grow, lead, solve, and create. So, what are you waiting for? Let's rethink energy together.

Responsibilities

- Establishes contracts and provides contract interpretation; manages contracts in response to issues and concerns which are raised by management staff; and closes contracts, handling any outstanding issues.
- Administers the process for selection of suppliers including:
 - ensuring technical specifications and scope meet the requirements of FortisBC;
 - establishing a list of qualified bidders;
 - reviewing material/service requirements for completeness;
 - preparing formal documentation;
 - obtaining tenders, quotations and proposals;
 - analyze bid responses; and,
 - selecting suppliers based on evaluation criteria and life cycle costs, completeness, and risk assessment (environmental, legal, safety and financial liabilities).
- Determines the most effective method to use in obtaining services; Request for Quotations; Proposals, Tenders or sole source awards.
- Oversees the preparation of quotation and proposal requests, making certain that all details and requirements are clearly defined and issues requests.
- Plans, organizes, and monitors contracting activities for a diversified range of services including professional and consulting services, general maintenance services and construction activities to make certain such activities obtain best value consistent with corporate policies and prudent purchasing practices.
- Recommends methods of evaluation and the criteria that will be used to determine successful contractors and ensures that requests are equitable to all potential contractors.

- Arranges for delivery of materials and expediting for inventory replenishment and distribution system improvement projects including:
 - tracking delivery schedules and advising customers;
 - initiating and monitoring special delivery acceleration;
 - reviewing customs documentation (import/export);
 - managing custom broker activities;
 - managing claims or liquidated damages; and,
 - assessing supplier performance and delivery statistics.
- Oversees open orders or scheduled receipts and makes adjustments to the open orders as necessary.
- Responds to vendor queries, evaluates quotations received, negotiates terms and conditions where appropriate and awards purchase orders and supply contracts.
- Processes inventory additions/deletions based on review of anticipated and actual usage and feasibility.
- Works with Inventory Analysts and Engineering to monitor material master records, primarily the purchasing, MRP fields, accounting and forecasting fields.
- Creating, updating and monitoring SAP MM Module and other master data requirements such as purchase information records, contracts and source lists to ensure efficient information and transaction processing.
- Educates the client groups:
- Ensuring proper corporate governance with respect to procurement of goods and services; and,
- Developing, implementing and communicating supply chain efficiencies and procurement procedures and strategies to support customer requirements and corporate strategic sourcing initiatives.
- Works with client groups to identify material and service demands and define scopes of work for assigned locations and business units.
- Ensures proper authorizations required to commit costs on behalf of FortisBC.
- Develops and maintains processes that ensure document integrity and procurement ethics. This includes monitoring and minimizing elements of risk; legal, environmental, safety and commercial.
- Ensures cost control and efficiencies on all purchases.
- Performs duties of a nature related to the above duties which do not affect the rating of the job.

Requirements

- Successful completion of Certificate in Supply Chain Management and Logistics, Business, or related field from an accredited post-secondary institution.
- Five (5) years' experience in an automated Purchasing/Materials Management environment as a buyer or equivalent, with proven ability to perform materials planning and buying assignments of a complex nature that require extensive knowledge of contract law, and procedures to be followed in identifying requirements, analyzing cost, composing requests for quotation, evaluating bids and negotiating supply contracts.
- Knowledge of contracts administration, performance, disputes and discharge.
- 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

- negotiate effectively with vendors and internal customers.
- Knowledge of invoicing and basic accounting practices and terminology.
- 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.
- Sound working knowledge of SAP MM module in an integrated environment would be an asset.

** UNDER REVIEW **

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.

Safety is our number one priority, and to maintain the health and safety of our employees and broader communities, we have a number of COVID-19 safety measures in place. This includes a requirement for all new employees to provide proof of full vaccination, prior to their first day of work or the start of their employment. And of course, we will consider an accommodation for anyone who's unable to be vaccinated due to a protected ground as defined by the *Human Rights Code*.

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