

Job Title: Buyer
Department: Procurement
Industry: Natural Gas and LNG
Location: Surrey, British Columbia
Position Type: Full-time Regular, Monday – Thursday, Fridays work from home.
Website: <https://solaris-mci.com>
 Language of Work: English

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About Solaris Management Consultants Inc.

Solaris Management Consultants Inc. (Solaris) delivers engineering and project management services for the energy industry across North America and the globe. Our work covers traditional and transitional energy solutions, including Natural Gas, LNG, Hydrogen, and Low-carbon assets. We deliver predictable outcomes through disciplined front-end planning, construction-led designs, and data-driven controls. With more than 33 years of experience and a portfolio of 5,000+ projects, our in-house multidisciplinary teams help clients move from concept to commissioning with confidence.

Position Overview About the Role

We are seeking a highly organized and proactive **Buyer** to join our team. The successful candidate will be responsible for managing the procurement lifecycle, including supplier sourcing and pre-qualification, bid preparation and evaluation, purchase order administration, contract negotiation, and supplier performance monitoring. Working closely with clients, engineering teams, and construction personnel, the Buyer will help ensure timely procurement of goods and services, maintain accurate procurement records, coordinate technical documentation, and support successful project execution through effective vendor and stakeholder management.

Responsibilities:

- Develop and maintain procurement trackers and summaries
- Sourcing and pre-qualifying suppliers
- Prepare bidders' lists, develop bid packages, issue RFQs/RFPs, evaluate bids, manage clarifications, and prepare purchase recommendations
- Initiates, issues, and administers purchase orders through predetermined procedures
- Communicates with client to secure approvals for purchase in accordance to established procedures
- Manage and expedite purchase orders from start of engineering through fabrication, shipping and delivery
- Coordinate engineering documentation and monitor supplier performance
- Interacts with engineering and construction staff to monitor revisions and amendments
- Assists at post award meetings to ensure understanding between clients and suppliers on all contractual matters
- Determines selection of work methods and procedures and makes recommendations for improvement
- Ability to negotiate Contracts and Terms and conditions

Skills and Qualifications:

- Minimum four years of experience in a procurement staff/clerk role, or two years of experience in the same industry, or one year of experience in the same position
- Preference for candidate to have Supply Chain Management (SCMP) designation or similar

- Completion of specialized procurement or business administration courses with working knowledge of commercial and legal aspects of procurement
- Experience with purchasing systems
- Ability to manage multiple orders and projects with a fast-paced schedule Ability to exercise independent judgment in selecting, classifying, completing, and analyzing data obtained from various sources
- Excellent communication and interpersonal skills with the ability to work effectively in a team
- Motivated with solid follow up skills
- Highly organized with strong attention to detail and accuracy

Demeanor Required:

- **Strategic:** Understands the broader business landscape and how people strategy drives results.
- **Proactive:** Anticipates needs and challenges, providing timely, pragmatic solutions.
- **Collaborative:** Builds trust with executives, technical professionals, and HR peers alike.
- **Resilient:** Remains composed under pressure and navigates complex dynamics with confidence.
- **Inclusive:** Values diverse perspectives and contributes to a culture of respect and belonging.
- **Professional Presence:** Communicates with credibility, maturity, and warmth at all organizational levels.

What Makes Us Different

We are an in-house, multidisciplinary team with a flat structure that values and promotes open communication and collaboration. Our culture is built on inclusion, balance, and purpose-driven work where every voice contributes. We support community initiatives and lead with care in everything we do.

What We Offer

At Solaris, we support your career and well-being with comprehensive benefits and a balanced work environment. We offer a competitive total rewards package that includes health and wellness coverage, retirement savings support, generous paid time off, and opportunities for professional growth through training and mentorship.

Compensation

The salary for this role is based on an average of 37.5 hours a week. The estimated range is between \$34.70 - \$41.50 per hour, depending on skills and experience.

Our Place Within iniem

iniem is an integrated energy group delivering end-to-end solutions across diverse energy value chains, from short-chain hydrocarbons to renewables. iniem integrates advisory, engineering, construction, operations, and technology services into one delivery framework for multi-scope energy projects.

Find out more at www.iniem.com

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**Note**

Thank you for your interest in Solaris. Only shortlisted candidates will be contacted for interviews. To comply with Canadian employment law, candidates must be legally entitled to work in Canada. Reasonable accommodation is available for qualified individuals with disabilities.