

Forbes Bros Ltd. is seeking an energetic **Procurement Specialist** (Full time, Permanent) to support with the overall procurement of goods and services for Forbes Bros Group of Companies!

The **Procurement Specialist** will work closely with internal and external stakeholders to oversee and manage incoming procurement requests. This role will require occasional travel to various office locations, project sites and vendor supplier offices. The successful candidate will demonstrate excellent time management skills and showcase their ability to develop innovative solutions to complex procurement challenges.

Forbes Bros Ltd. has a family-oriented culture that focuses on flexibility, communication, growth & respect in the workplace. Welcome to this exciting career opportunity!

What We Offer:

- Competitive Salary
- Comprehensive benefits package
- Enrollment in pension program
- Vacation days & personal time off (PTO)
- Hybrid work model
- Family orientated working environment
- Opportunities for career growth and development

Key Responsibilities:

- Lives Forbes Bros. value of WE WORK SAFE & never compromising on safety in all aspects of our every day
- Liaising with vendors to ensure timely delivery of goods and /or services.
- Build and grow professional relationships with vendors and internal stakeholders.
- Act as liaison between vendors and Forbes Bros with regards to any technical & commercial clarifications.
- Review project requirements, prepare and issue Request for information, quotation & proposal to selected vendors.
- Identify any opportunities to leverage vendors across multiple project procurements.
- Assist with bid evaluations, award recommendations and contract preparation.
- Collaborate with project teams on developing estimates, delivery schedules and provide updates on any critical path goods/ and or services.
- Facilitate any Purchaser Order maintenance with the project team.
- Coordinate receiving with project teams when shipments arrive at project sites.
- Advise vendors of any material shortages/or damages after arrival at site.
- Monitor and report any vendor performance or compliance issues.
- Provide procurement guidance and support for material and service requirements.
- Work with vendors and Accounts Payable to resolve any invoicing errors.
- Conduct procurement related audits, maintain accurate records and filing of documents.
- Assist with any continuous improvement initiatives.
- Perform other tasks related to this function as assigned

What We Are Looking For:

- Post secondary Degree in Business Administration, Commerce or related field. Specialization in Supply Chain Management is strongly preferred. An SCMP designation would be considered an asset.
- Minimum two (2) years' progressive experience and proven track record in Supply Chain Management or Procurement
- Strong working knowledge of MS Office Applications
- Have and maintain a valid driver license and acceptable driver abstract
- Ability to travel to various office locations, project sites and vendor supplier offices as required
- Demonstrated ability to apply critical thinking and develop innovative solutions to complex procurement challenges.
- Comfortable working in a fast-paced environment with the ability to multi-task with minimal supervision.
- Preference is given to those with a competent understanding of the powerline industry (transmission, distribution, substation, underground), telecommunications industry, drilling services, utilities, and infrastructure construction

Forbes Bros Ltd. is an equal opportunity employer committed to best practices in recruiting and hiring to promote diversity and equality in the workplace. We thank all applicants for their interest, however; only those candidates who meet the requirements noted will be contacted.