

Supply Chain Analyst

“Excellence in Energy Innovation”

Saint John Energy is an award-winning, internationally recognized distribution utility serving the ratepayers and citizens of Saint John New Brunswick since 1922. Our team has been recognized for energy innovation, leadership, and excellence by Electricity Canada, the International Smart Grid Network, and the Smart Energy Project.

We are a community owned utility that cares, above all, about people. We are relentless in our goal to provide our customers with convenient, reliable energy choices that provide comfort, save money, and help protect the environment. We care about our teams, we care about the communities we serve and we care about the province where we work and live – we invest in them every day. In all that we do, we seek to leave the world a better place.

Saint John Energy is guided by the principles of: Safety & Wellness, Customer & Community, Integrity, and Bravery. Safety is more than a core value – it’s a way of life at Saint John Energy, demonstrated every day through our commitment to the safety of our employees, customers and community.

Applications are invited for the role of “Supply Chain Analyst”

The Supply Chain Analyst plays a central role in the acquisition of essential supplies and services for Saint John Energy. Our ideal candidate is a self-motivated individual who takes initiative, enjoys solving complex problems, possesses critical thinking and decision-making skills and is someone who can collaborate effectively at all levels of the organization.

The successful candidate will have an opportunity to make an impact on our customers and community by working to improve our end-to-end supply chain processes – including procurement, supplier management, customer demand and inventory management.

The employment requirements for this position are:

- Completion of post-secondary education in Supply Chain Management or Business Administration or equivalent;
- Completion or working towards Supply Chain Management Professional (SCMP) designation;
- A minimum of three years’ experience as a Supply Chain Analyst;
- Proficient with Microsoft Office Suite of tools and other corporate financial or purchasing systems;
- Accuracy and attention to details;
- Strong negotiation and interpersonal skills;
- Professional and resourceful;
- Strong time-management skills;
- Excellent verbal and written communication skills.

The Duties of this position include:

- Assist users in effectively defining the goods or service required;
- Aiding in all facets of the purchasing lifecycle for goods and services including: needs recognition, requisition review, solicitation and evaluation processes, procurement and invoicing, and contract renewal;
- Soliciting and evaluation of quotes from suppliers for products or services received from electronic requisitions;
- Negotiation and procurement of goods and services from suppliers;



- Monitor post award activities, including vendor performance and raising issues;
- Monitor contract end dates and facilitate renewal of contracts;
- Responsible for periodic review of outstanding purchase order list;
- Assist with Shared Services administration issues as required;

Applications, which must include an up to date resume, should be emailed to careers@sjenergy.com no later than 3PM on Monday, August 15, 2022 and clearly marked "Supply Chain Analyst".