



TRANS-NORTHERN PIPELINES INC - JOB POSTING PROCUREMENT COORDINATOR – 2 YEAR CONTRACT

ABOUT US

Trans-Northern Pipelines Inc. (TNPI) operates regulated pipelines in central Alberta from Edmonton to Calgary, and in the South Eastern Ontario to Montreal corridor, delivering refined petroleum products such as gasoline, diesel fuel, aviation fuel and heating fuel used by businesses and consumers.

We have been operating pipelines for more than 60 years and are committed to operating in a safe and environmentally responsible manner to protect the public and the environment and the pipeline.

WHAT'S IN IT FOR YOU?

TNPI offers a stable work environment with predictable business growth. The organization serves a committed client group made up of 3 major Oil & Gas companies and benefits from consistent and growing Canadian demand for petroleum products.

TNPI has a culture that supports personal initiative, and is a place where employees have considerable autonomy and ownership of their functions. The flat organizational structure allows for broad mandates and the opportunity to expand your skills and experience, as well as access to decision makers and senior leadership. The TNPI culture is collegial, values employee input, and supports work/life balance. TNPI achieves operational excellence in four pillars: Safety, Environment, Reliability and People.

POSITION SUMMARY

Reporting to the Manager of Finance, the Procurement Coordinator 's primary responsibility is for the review of authorized Purchase Requisitions and issuance of Purchase Orders in accordance with company policy including the requisite authority levels. The Procurement Coordinator will also need to update Inventory and maintain the Supplier Information Database (Avetta). The ideal candidate is a self-starter with excellent verbal and written communication skills, strong customer-service orientation, attention to detail, and thrives both in working independently and as a member of a collaborative team.

KEY RESPONSIBILITIES

- Prepares and processes requisitions and purchase orders, as well as amendments for approved change orders prior to issuing to suppliers
- Maintains and updates databases in IFS including Inventory Management and supplier records
- Monitors Avetta (contractor qualification tool) to ensure active suppliers maintain 'green' status.
- Maintains a system to ensure up-to-date documentation (Current Insurance, WSIB, sign-off on TNPI policies etc.) for active suppliers who are exempt from Avetta and follows up with suppliers to receive relevant documentation prior to expiration



- Works with project managers and other Business Groups to obtain 'One Time Releases' to issue Purchase Orders to non-Avetta suppliers.
- Ensures that agreements are completed in accordance with the contractual terms and conditions, as well as in compliance with safety standards/requirements and project schedule
- Assists in compiling and preparing bid documents and bidders list, including inquiry preparations, request for bids and recommendations for award of contract
- Assists in the Evaluation of Supplier's annual performance
- Assists in the evaluation and review of Company standards, policies, and procedures
- Provides Ad hoc support as required

Knowledge, Skills and Abilities

- Bachelor Degree in Business Administration or Commerce
- 2-3 years direct related experience
- Member of Supply Chain Canada or CSCMP Accredited or working towards
- Good business acumen
- Experience working with Microsoft Office software (Word, Excel, Access, Outlook) and ERP Systems.
- Excellent verbal and written communication, time management, negotiation and conflict resolution, problem solving, and organizational skills
- Detail oriented and accurate
- Ability to effectively collaborate and maintain relationships with the colleagues, business partners and contractors

WORKING CONDITIONS

- Position will be based in Head Office in Richmond Hill, Ontario
- Office Environment is currently working remotely in response to the Pandemic

MORE OF WHAT WE OFFER

- Work in a small, highly competent team whose members share your high sense of commitment.
- Industry-competitive compensation.

HOW TO APPLY?

- Interested and qualified applicants should send their resume to purchasing@tnpi.ca subject line: "Procurement Coordinator" (Contract)".
- **Closing date** for applications is November 27, 2020

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.