



NUCLEAR SERVICES

ABOUT US:

Since 1934, E.S. Fox Limited (ESFL) has set the standard for Safety and Quality Assurance. With over 3 million person-hours annually, we self-perform Structural, Mechanical, Electrical, Sheet Metal and Refrigeration services. E.S. Fox Nuclear Services have been providing fabrication and construction services to OPG and Bruce Power generating stations, along with their associated nuclear Waste Management facilities, for over 50 years. ESFL Nuclear Services aims to be the provider of choice. Our focus on Safety, Excellence, Continuous Learning & Improvement, Respect, Relationships and our Corporate Social Responsibility continues to keep us close to our clients.

ESFL Nuclear Services has offices in Oshawa and Kincardine along with on-site locations at the OPG and Bruce Power Nuclear Generating Stations. ESFL Nuclear Services provides a full spectrum of Engineering, Procurement and Construction (EPC) services, in addition to maintenance and manufacturing services, fit to meet the growing requirements of the global nuclear power industry.

With over 800 weld procedures and 45 certifications that are audited by ISO, CSA, ASME, TSSA and CWB, ESFL continues to be a leader in the supply of quality nuclear fabrications for projects all over the world. As nuclear power generation evolves and transitions to Small Modular Reactors (SMRs), ESFL will retain the capability to provide design support for manufacturing, factory fabrication, shipping and logistical solutions, technical services and field construction.

With a strong commitment to health, safety and the protection of the environment, ESFL Nuclear Services has earned a reputation as a people-first, environmentally conscious and socially responsible nuclear services provider.

The **Oshawa, ON site** is looking for a detail-oriented and professional Junior Purchasing Agent to join our team.

WHAT WE OFFER:

A rewarding career opportunity in the thriving nuclear industry. We provide great benefits including a comprehensive health and dental benefits package, Group RSP, as well as competitive compensation.

SUMMARY OF THE ROLE:

Reporting to the Site or Corporate Manager, Junior Purchasing Agents are responsible for ensuring timely procurement support of construction activities in the field, Request for Quote (RFQ) and Purchase Order (PO) creation and administration in accordance with requirements. The successful candidate will have a strong knowledge and experience of sound Supply Chain and Purchasing principles.

KEY CUSTOMERS SERVED:

- Suppliers and Subcontractors
- Project Management, Construction, Engineering, Quality Assurance, Safety and Accounting
- Prospective Customer

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED:

- Review and understand technical, quality, safety, schedule and commercial requirements of each applicable Purchase Requisition / procurement task
- Develop, if necessary, or execute existing procurement strategy to satisfy requirements
- Prepare and issue RFQ's to suppliers, review and assess quotes, negotiate with suppliers, and generate documentation to justify supplier selection
- Create, manage, and release Purchase Orders to suppliers in accordance with Company procedures
- Manage and administrate Supplier until completion of Purchase Order deliverables including as applicable supplier submitted for acceptance; manufacturing shop-drawings, test plans, or other
- Evaluate and address with suppliers, any areas of non-conformance or inadequacy as related but not limited to: quality/warranty, technical, schedule, and commercial
- Support development of existing and new suppliers
- Ability to multi-task, and perform in a fast paced environment with strict and tight deadlines
- Effectively communicate with all stakeholders including Supplier, Customer, and internal departments (Project Management, Engineering, Quality Assurance, Procurement Engineering, Warehouse, Safety, Construction, Finance, etc.)
- Follow Company procedures
- Must be eligible for security clearance

KNOWLEDGE AND EDUCATION REQUIREMENTS:

- Business related diploma or degree is required; Supply chain management focus is an asset
- Supply Chain Management Professional (SCMP) designation or similar would be an asset

SPECIFIC EXPERIENCE AND SKILLS:

- Solid knowledge in the fundamentals of the purchasing lifecycle is required
- Demonstrate analytical and problem solving skills
- Proficient in the use of Microsoft Office programs (Word, Excel, Project)
- Previous experience in the construction industry, or supporting industries would be an asset
- Familiar with stringent/strict Quality Assurance programs would be an asset
- One to three years of relevant experience is an asset

PERSONAL ATTRIBUTES:

- Well organized
- Quality minded and detail-oriented
- Self-starter with demonstrated initiative
- Planning and persistent oriented
- Team oriented
- Strong results orientation
- Excellent communicator (both written and verbal)

E.S. Fox Limited is an equal opportunity employer committed to providing an inclusive workplace. We will accommodate applicants with disabilities throughout the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.

How to Apply:

Please send resume and cover letter to HR@esfox.com.