

At Enviri, we are leading the way to a smart energy future.

As a proven energy solutions provider to commercial and industrial clients, municipalities, governments, and utilities across Eastern Ontario, our work improves energy efficiency and reduces environmental impacts in our community. That focus on environmental responsibility unites us and powers our work.

We are looking for trailblazers and innovators to join us as we build an energy future that will keep our City and our planet green for generations to come.

Are you ready to make a difference in our community?

### **JOB SUMMARY**

The Finance Officer, Purchasing and Inventory Management is responsible for collaborating with and acting as a trusted advisor and support to stakeholders to plan and execute purchasing and inventory management and related financial activities. This role collaborates closely with corporate supply chain and finance partners to coordinate, implement and report on inventory acquisition and management, professional services contracting, and related financial reporting in support of project activities, with a view to customer satisfaction and continual improvement.

### **MAJOR RESPONSIBILITIES**

- Apply corporate financial and procurement processes, championing processes with internal clients
- Coordinate end-to-end supply chain activities for Enviri, including planning and implementation, acting as primary point of contact in collaboration with corporate supply chain stakeholders
- Facilitate and advise on goods and services sourcing activities on behalf of project managers, leveraging internal subject matter experts and corporate services
- Coordinate and facilitate the procurement requirements of the program office on the basis of the procurement policies and guidelines
- Coordinate and participate in the control of inventory, including but not limited to: stock storage, relocating, issuing, returning, cycle counting, discrepancy analysis and corrective action, and annual physical inventory
- Oversee the management of onsite and offsite inventory for contractors
- Prepare, update and implement periodic controls to ensure processes and systems are properly used based on operational guidelines
- Analyze and recommend business process and system improvements
- Monitor and address vendor performance in collaboration with project managers and procurement stakeholders to ensure customer satisfaction and optimal business performance
- Conduct analysis of business needs as they relate to supply chain processes and collaborate with stakeholders and subject matter experts to provide and implement recommendations for improvement including documentation and change management
- Collaborate with project and corporate stakeholders to prepare purchase requisitions and coordinate / administer contracts, invoices and related documentation
- Prepare and analyze financial reports related to purchasing and inventory to ensure accuracy, identify anomalies and collaboratively lead the resolution of issues
- Provide timely and accurate information for financial reporting
- Advise on / provide oversight for inventory management through collaboration with project managers, Procurement and Materials Management stakeholders, recommending enhancements and issue resolutions for field implementation
- Perform other related duties as required

### **EDUCATION AND EXPERIENCE**

- Post-secondary education in a related field such as supply chain management, materials management, logistics, accounting or business administration
- Minimum five (5) years' experience in high value purchasing, inventory management and contracting services
- Minimum three (3) years' experience providing oversight and coordination of goods and services delivery to client/field sites
- Experience in financial reporting and analysis related to supply chain management
- Experience managing vendor relationships and performance
- Experience using ERP and CRM systems such as JD Edwards and Salesforce
- Experience working in a time-sensitive, deliverable oriented and customer focused environment
- Certification in a related field such as inventory / materials management, supply chain, procurement, project or contract management considered an asset
- Strong computer skills; proficient in the use of office productivity and collaboration tools, preferably G Suite
- English essential, both oral and written; Bilingual (English/French) considered an asset

This is a management group opportunity and salary will be commensurate with qualifications.

Envari offers a Hybrid Work Model. Hybrid work is position specific, details of the hybrid model will be discussed with successful candidates.

Envari may use artificial intelligence (“AI”) during the recruitment process to aid in the screening and selection of candidates.

**If this sounds like a good fit for you, apply by [clicking here](#).**

Envari is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are also committed to preventing and removing barriers to employment for people with disabilities, and we invite you to inform us should you have any accessibility or accommodation needs.

**Selected candidates must be legally entitled to work in Canada.**