



## **Purchaser**

As one of Canada's Best Managed Companies and a leader in the electrical construction industry, we have an opening for a Purchaser to join our Saskatoon team. The ideal candidate will have excellent numerical skills, be analytical, organized, motivated, detail-oriented and driven. Communication, computer skills and the ability to work with competing deadlines with multiple responsibilities are essential. We offer a competitive salary commensurate with experience, along with a comprehensive benefit package.

This position will include the purchase of material, equipment, tools, and services necessary for the successful delivery of a project. Striving to acquire the highest quality product at the lowest price and ensure that our supplies are delivered to our sites efficiently and on time.

## **Responsibilities**

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices and identify potential savings.
- Obtain, review and update material price lists for estimating.
- Review of estimate prior to final bid submittal.
- Ensure that correct materials and equipment are delivered to sites accurately and on time.
- Monitor shipments to ensure that goods come in on time, and in the event of problems, track shipments and follow-up on undelivered goods.

## **Qualifications and skills**

- Electrical knowledge and procurement experience are an asset.
- Knowledge/ understanding of purchasing and sub-contract law.
- Commodity and market knowledge. Understanding regional and global economic landscape, market trends, trade barriers and tariffs.
- Proficient in MS Word, Excel.
- Familiar with construction terminology.

## **How to Apply**

Interested candidates can apply through our website [www.alliance-energy.com](http://www.alliance-energy.com) or to [hr@alliance-energy.com](mailto:hr@alliance-energy.com)