

Project Coordinator

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Procurement Specialist for our Red Deer Head Office to join our team. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The successful candidate will be responsible for:

- Developing and implementing strategies to ensure materials and services are available on time and at a reasonable cost in order to facilitate project success
- Prepare purchase orders using proper buying channels
- Tracking of supplies and purchases
- Handling order inquiries
- Work with the Parts department and Warehouse personnel to eliminate material constraints
- Resolving issues with goods receipts and invoices
- Selecting and qualifying suppliers for local needs
- Managing vendor relationships and inventory levels
- Other duties as assigned

The position requires:

- High school diploma
- 3-5 years procurement experience in a related industry
- Strong negotiation skills
- Superior computer proficiency
- SAP or related ERP system experience is an asset
- Certified Purchasing Professional or SCMP designation is an asset
- Experience in a manufacturing or industrial facility is an asset
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment within tight deadlines
- Able to consult with people and seek innovative solutions
- Able to work efficiently as a part of a team and lead by example, as well as independently
- Effective and professional communication skills, which will allow the clients specifications to be properly communicated to both internally and externally
- Able to address issues with certainty, assertiveness and with the company's best interests at the forefront
- Accountability: Takes personal ownership and responsibility for the quality and timeliness of work commitments
- Negotiation: Gains support for ideas, proposals and solutions from others, helps others to understand complex initiatives and sensitive situations to resolve disagreements and conflicts
- Planning and Organizing: Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans to be completed
- Strong attention to detail
- Effective time management, including the ability to anticipate and deal with the effects of change
- Commitment to Collicutt Core Purpose and Core Values

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Human Resources, along with your salary expectation, and availability date by responding to this ad.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way

