



Position Title: Team Lead, Procurement (1 Year Contract)

Location: Vancouver

Department: Projects Team

As Team Lead, you'll play a key role with a direct impact on the success of this rapidly growing clean technology company. You'll have an opportunity to work on complex global projects managing the purchasing efforts within a continuous improvement environment.

Responsibilities:

- Develop and execute sourcing strategies on a project by project basis with an ever changing vendor base.
- Preparation and distribution of RFQ's for major purchase equipment, analyze responses with Projects Team, negotiate pricing, terms and conditions, and investigate all opportunities for cost reduction.
- Analyze BOM's and drawings issued from Engineering, determine total demand, required completion dates, cost allocation and ship-to locations all in accordance with project schedule and budget.
- Organize and delegate demand to Project Buyers for continuation of acquisition process.
- Oversee the tracking & expediting of purchase orders in terms of vendor progress with submission of documents, manufacturing process, satisfaction of QA/QC requirements and on-time deliveries.
- Responsible for arranging transportation internationally, ensuring customers, and other 3rd party recipients, receive proper notification of upcoming shipments, and verify proof of deliveries are collected from multiple ship-to destinations.
- Learn & understand all internal processes for generating, monitoring, and completing RFQ's and purchase orders. Be spokesperson for Procurement Department during implementation of ERP system
- Manage; provide guidance, training and support to Project Buyers located in both the Canadian and UK office.
- Generate monthly reports for both Project Management & VP of Finance summarizing expenditures.
- Assist other departments with their procurement needs, including Estimating, R&D, and Customer Service

Qualifications and Experience

- Holder of SCMP, APICS (CPIM) designation and/or other related supply chain certification
- 10+ years of procurement experience in an industrial project environment
- Basic understanding on how to read technical drawings and specifications
- Must possess a valid driver's license and have the ability to travel internationally

Skills & Attributes:

- Proficiency in Microsoft office with advanced skills in Excel
- Excellent command of the English language, written & verbal
- Strong organization skills
- Ability to work with minimal supervision

- Demonstrate the ability to manage tight timelines, deal with changing priorities and deadlines
- Energetic and self-motivated individual who takes initiative and is willing to go above and beyond standard expectations
- Experience purchasing for complex industrial projects (\$5 – 15M)
- Familiar with shipping goods internationally, multi-modal transportation methods, import/export document requirements
- Proven leadership track record with solid coaching, counseling and performance management
- Creative, innovative and a desire to push the “of course we can do this” envelope are a must