



NTE Discovery Park Ltd. is located in Campbell River on the northeast coast of Vancouver Island B.C. Discovery Park is a 1,200 acres multi-use site with existing infrastructure in place including a 200 MW substation, a full-scale water treatment plant, and an industrial scale landfill. The site has ocean front access.

We are currently recruiting for a permanent fulltime **Supply Chain Administrator**. This position is based in Campbell River. Reporting to the Operations Controller, this role provides the opportunity to be involved in a full range of responsibilities including the following:

Responsibilities:

- Support the Procurement Coordinator and Operations with generation of purchase orders and RFx documents as required, including preparation of documentation for our invoice approval process.
- Assist with the tracking of orders ensuring product will be arriving as confirmed by our vendors.
- Generate various reports such as Spend Analysis, Bid Analysis, Cost Management, Supplier Development and Performance improvement, and Purchase Order Management reports.
- Monitor Open PO Report and work with vendors to reconcile statements and obtain invoices for payment as required.
- Provide support to physical location warehouse as required.
- Acts as “our customer’s best service provider” at all times.

Qualifications:

- Diploma and/or certificate in Customer Service, Business Administration or Purchasing, or related experience required.
- Familiar with Construction RFx process including bid analysis and recommendation
- Minimum of one-year of previous purchasing/buyer experiences is preferred.
- SCMP designation is an asset.
- Excellent customer service skills.
- Strong Excel, Outlook and Word software skills.
- Strong organizational skills and the ability to handle multiple projects task simultaneously.
- Excellent attention to detail.
- Excellent communication skills including verbal, written and interpersonal communication skills.
- Flexible and able to adapt to changing priorities, work processes, department structure, environment and technology in a dynamic work environment.

- Initiative and strong ability to demonstrate independence, resourcefulness and tenacity.
- Able to facilitate a collaborative working environment for customers and team members.
- Able to travel to Calgary periodically.

If you are interested in this career opportunity, please submit a cover letter and resume to human.resources@nt-energy.ca. Please include the job title in the subject heading.

The position will remain open until a suitable candidate is found.

NTE Energy Canada thanks all applicants for their interest but only candidates chosen for an interview will be contacted.