



Procurement Analyst – Temporary 6-month Position

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial-monitoring in any one area, anywhere in Canada. The WBEA is committed to reporting accurate and timely high-quality data from our Ambient Air Monitoring (AAM), Terrestrial Environmental Effects Monitoring (TEEM), and Community Odour Monitoring (OMP) Programs to ensure regional stakeholders have the information they need to make informed environmental decisions. For more information, visit: <http://www.wbea.org>

The Role

The Procurement Analyst position within the Wood Buffalo Environmental Association (WBEA) is responsible for developing, managing, and coordinating purchases and contracts for the organization.

This position focuses on procuring goods and contract administration of complex transactions, including the Request of Proposal (RFP) process. The Procurement Analyst must be able to conduct and award proposals; work independently, recognize bid flaws and correct them; respond knowledgeably to requests for contract information; monitor contractor compliance; and assure compliance with contract requirements.

Position Responsibilities

Reporting to the WBEA Controller, the Procurement Analyst will be responsible for providing:

Support for Purchasing:

- Work with WBEA staff to determine procurement needs, quality, and delivery requirements
- Proactively liaise between suppliers and staff to resolve purchasing supply issues, ensuring an accurate and timely provision of supplies
- Process purchase requisitions and orders within the WBEA purchasing guidelines
- Prepare purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from the WBEA's accounting department
- Prepare and maintain purchasing records, reports, and price lists
- Accurately maintain the company purchasing databases to high standards
- Assist in developing specifications for equipment, materials, and services to be purchased
- Provide purchasing support for all WBEA travels, training, and meetings
- Prepare and track equipment warranty and service history in WBEA-sanctioned software
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Reconcile or resolve value discrepancies from purchase orders to invoices
- Verify receipt of goods by comparing items received (packing slips) to items ordered
- Submit received documentation to accounting for processing
- Provide purchasing planning, evaluation, and control information by collecting, analyzing, and summarizing data and trends based on price, quality, and delivery speed
- Monitor and review purchasing budgets, undertaking cost/budget analysis, highlighting cost changes to supplies and equipment to assist with supplier choice
- Negotiate with suppliers to obtain the best purchase price for individual products



Support for Contracts:

- Interpret requirements to determine contract classification for RFP, RFQ, or Sole Source contracts within WBEA financial guidelines
- Responsible for the execution of contracts, RFP, RFQ, or other bidding processes.
- Work with internal staff to develop contract scope and ensure compliance with all aspects of external stakeholders
- Collaborate with staff to create project plans and ensure compliance for external stakeholders regarding permitting, land use agreements, various surveys, and animal surveillance.
- Collaborate with the Controller for review and approval of contracts
- Ensure receipt of contract required documentation
- Track contract status, activities, and deliverables through the company database
- Participate in periodic review of contracts, their applicability, clauses, and effectiveness
- Participate in contractor and vendor evaluations
- Collaborate with the Controller to develop, maintain, and update policies and procedures for procurement
- Participate in staff meetings and training programs as required
- Support administrative and accounting functions within the WBEA
- Assist the Business Services department with other tasks and outcomes when required

Qualifications:

- Designation in Supply Chain Management would be considered an asset
- Have 5 - 7 years of relevant experience
- Experience with Fiix, Microsoft Office applications, specifically MS Excel
- Highly developed computer, organizational, and time management skills
- Critical thinking, strong planning, organizational, and management skills
- Ability to work effectively in a team environment
- Demonstrates a high standard of work ethic as a self-starter
- Must be able to meet deadlines and conduct work in a timely manner
- Have 5 - 7 years of relevant experience
- A demonstrated ability to work with multiple parties and stakeholders
- Excellent oral and written communication skills
- An ability to maintain high levels of discretion when dealing with confidential information
- A valid driver's license with a clean driving record

Schedule: Working 40 hours per week at 8 hours per day from Monday to Friday. Overtime may be required periodically, depending on operational needs.

Employment Status: Temporary 6-month position with the possibility of extension.

Salary: \$72,000.00 - \$96,000.00

Work Location: This is a local position, reporting to the WBEA Centre in Fort McMurray, Alberta.



Pre-Employment Requirements:

- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check

For more information, visit: <https://www.wbea.org>

Application Instructions: Please submit a resume and cover letter that outlines why your skills, experience, and personality would make you an excellent candidate for the Procurement Analyst role at the WBEA. If you are interested in joining our growing team, please apply here:

<https://www.fitzii.com/apply/88840>

Application Deadline: Open until position is filled.

We offer our employees an attractive compensation package that includes a competitive salary, above-market group health benefits, a group RRSP plan, a northern allowance, and a commitment to career development.

We thank all applicants for their interest. Only those selected for an interview will be contacted.