



## Procurement Clerk

### Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors air quality and deposition to the environment in the Regional Municipality of Wood Buffalo (RMWB). We are committed to reporting high-quality data that supports the Air Quality Health Index (AQHI) and ensures our regional stakeholders and partners have the information they need to make informed environmental decisions.

### The Role

The WBEA is currently seeking a Procurement Clerk. The Procurement Clerk position within the WBEA is responsible for general procurement and support to the WBEA Business Services. The Procurement Clerk will be responsible for overseeing the WBEA's purchasing and contracting processes while working with WBEA staff to determine procurement and contracting needs and delivery requirements.

### Position Responsibilities

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

#### Support for Purchasing:

- Consult with WBEA staff to identify procurement requirements, quality standards, and delivery expectations
- Maintain effective supplier relationships by negotiating pricing, resolving procurement and service issues, addressing non-conforming goods and services, and supporting vendor performance evaluations.
- Process purchase requisitions and orders within the WBEA purchasing guidelines
- Maintain accurate procurement, price lists, inventory, contract, and vendor records within WBEA systems and databases
- Provide purchasing support for all WBEA travels, training, and meetings
- Maintain and monitor equipment warranty and service history in WBEA-sanctioned software
- Reconcile or resolve value discrepancies from purchase orders to invoices
- Coordinate with staff to ensure purchased items are accurately recorded and maintained within the inventory management system
- Provide support to shipping and receiving operations, including receiving shipments, verifying products against packing slips and purchase orders, and preparing outgoing shipments
- Provide support for other programs for maintenance service providers, safety documentation, including callouts, and receiving LEMS
- Coordinate and manage fleet administration activities, including preventative maintenance scheduling, service tracking, repair coordination, vehicle registrations, insurance renewals, and documentation compliance.
- Manage and maintain inventory supplies, including office supplies, facility supplies, stock room organization, tracking, establishing low-level reorder points and obsolete inventory processes.

#### Support for Contracts:

- Interpret requirements to determine contract classification for RFP, RFQ, or Sole Source contracts within WBEA financial guidelines
- Administer and coordinate contracts, RFP, RFQ, or other competitive procurement processes from initiation through award



- Responsible for renewal and execution of office equipment and Fleet leases
- Coordinate with internal staff to develop contract scope, obtain required approvals and documentation, and ensure compliance with contractual, regulatory, and stakeholder requirements.
- Provide support to ensure compliance with external stakeholders' requirements related to permitting, land use agreements, environmental surveys, and wildlife surveillance.
- Track contract status, activities, and deliverables through the company database
- Participate in periodic review of contracts, their applicability, clauses, and effectiveness
- Conduct and support contractor and supplier performance evaluations to ensure service quality and value
- Work with the Controller to develop, maintain, and enhance procurement policies, procedures, and best practices
- Attend and participate in staff meetings and training programs as required
- Assist the Business Services department with other tasks and outcomes when required

**Qualifications:**

- Post-Secondary Education in Business Administration or related experience in Purchasing, or Supply Chain Management
- Minimum of 2 years purchasing experience
- Experience with Microsoft Office applications, with highly developed MS Excel skills
- Critical thinking, strong planning, organizational, and time management skills
- Ability to work effectively in a team environment, with multiple parties and stakeholders
- Demonstrates a strong work ethic as a self-starter
- Must be able to manage competing priorities and consistently meet deadlines
- 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:** Full-time, 40 hours per week, Monday to Friday (8 hours per day). Occasional overtime may be required depending on operational needs.

**Employment Status:** Full-time, permanent

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

**Salary & Benefits:** \$65,000 - \$80,000

WBEA offers a comprehensive and competitive benefits plan, northern living allowance, opportunity for professional development, and an RRSP matching program.

**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: <http://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 Clerk role at the WBEA. If you are interested in joining our team, please apply here:

<https://www.fitzii.com/apply/99129?s=fc>

**Application Deadline:** Open until position is filled.

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

***Disclosure regarding the Pre-Employment Requirements:***

*As part of the hiring process, candidates must declare if they have any civil or criminal conviction history that may prevent them from fulfilling the roles and responsibilities of the position for which they are applying. This requirement is necessary to ensure the safety, integrity, and operational effectiveness of our organization. We are committed to respecting privacy laws and handling all personal information in accordance with applicable privacy legislation. The collection of this information is justified under the principle that certain convictions may directly affect the candidate's ability to perform specific duties, adhere to legal requirements, or maintain a safe work environment. The evaluation process will consider only relevant history directly related to the job's responsibilities. The WBEA will handle this information with strict confidentiality and fairness, with only Human Resources having access, ensuring that all decisions are made in compliance with employment and human rights legislation*