



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Procurement Coordinator

Job ID	530819900-6443	
Web Address	https://careers.indigenous.link/viewjob?jobname=530819900-6443	
Company	Suncor	
Location	Fort McMurray, Alberta	
Date Posted	From: 2019-01-18	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Fort McMurray, Alberta (CA-AB)

JOB NUMBER: 26689

Why you should join us: Do you have a strong background in Supply Chain Management (SCM) operations including planning, scheduling, coordination and procurement activities Do you want to join a highly effective team that supports our Fort McMurray Oil Sands Operations We are looking for a hard-working, highly motivated, self-starter to join us and apply procurement concepts to best execute complex daily work activities. You will use your expertise to:

- Plan, schedule and coordinate assigned business area service and material requirements; craft purchase orders and manage the end-to-end purchase order lifecycle
- Meet the demands of multiple clients, including external partners, with the appropriate sense of urgency, while educating internal partners on SCM procedures and ensuring adherence to these procedures
- Align procurement activities with the purchasing strategy and procurement plan, address any issues and raise those which are unresolved
- Understand the key drivers of the business areas being supported and participate in cross functional teams to identify and address current and future demand
- Mitigate risks and address issues that impact our business partners

We'd like to review your application if you have: Must-haves (minimum requirements):

- Four years of experience in the Supply Chain field, with experience working in Procurement and Contracting
- Intermediate to advanced working knowledge of Computerized Material Management Systems (CMMS) within procurement modules
- Strong written and verbal communication skills to effectively interact with internal and external partners
- The ability to anticipate potential problems and check for out-of-the-ordinary conditions, as well as having a strong sense of accountability
- A continuous improvement mindset and are able to seek greater knowledge and understanding of the systems, process and hazards in the workplace
- A zero-tolerance for shortcuts, and if the procedure is incorrect, you fix it
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

Preference for:

- A University degree, preferably in Supply Chain or business administration
- Oil and gas industry experience

Where you'll be working, your work schedule, and other meaningful information:

- You will work out of our Base Plant Mine in Fort McMurray, Alberta
- The shift schedule is Monday to Friday, and is comprised of a 40 hour work week

Why Suncor We are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else; do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about

our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

Stay connected to us:

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. JOB CATEGORY: Business Professionals

For more information, visit [Suncor for Procurement Coordinator](#)