



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Procurement Specialist

Job ID	537240400-3805	
Web Address	https://careers.indigenous.link/viewjob?jobname=537240400-3805	
Company	Suncor	
Location	Calgary, Alberta	
Date Posted	From: 2019-02-22	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 26691

Why you should join us: Are you passionate about joining a phenomenal Supply Chain Management (SCM) team? Then we have the job for you! In this role, you will be responsible for the planning, development and administration of procurement activities. You will also be accountable for building strong relationships with all stakeholders with a focus on continuous improvement. You will use your expertise to:

- Understand and balance requests for materials and services, examine the needs of the business units and ensure fulfilment in accordance with the SCM operational model
- Plan supply chain operations activities in order to meet the requirements of our maintenance and capital projects
- Assist the business unit to fulfill requests to ensure needs are met in a timely and efficient manner
- Participate in cross-functional teams representing supply chain to provide knowledge and input to the business to help formulate contract strategies and execution
- Build and manage the entire lifecycle of purchase orders and maintain procurement documentation
- Ensure all procurement activities are aligned with the purchasing strategy and procurement plan
- Advise business leaders and provide mentorship to less experienced SCM staff
- Interact with senior members of our organization as needed

We'd like to review your application if you have:

- Four years of procurement experience with a completed post-secondary education
- A strong proficiency in SAP and Microsoft Excel
- Proven effective written and verbal communication skills to effectively interact with internal and external stakeholders
- Strong multi-tasking skills to handle various concurrent work items in a dynamic environment while working under tight deadlines and requirements
- Exceptional decision-making skills and an ability to work independently
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

Preference for:

- Experience in maintenance or construction project management and/or oil and gas industry experience
- A project management certification
- A post-secondary education in business or supply chain

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

- You will work out of our Calgary head office, located in the Suncor Energy Centre at 150 6th Ave S.W.
- Hours of work are a regular 40-hour work week, Monday to Friday, with occasional travel to site

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 Specialist](#)