



# 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

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## Assistant, Purchasing

**Job ID** oQzbhfwB-11971-6638

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=oQzbhfwB-11971-6638>

**Company** EPCOR

**Location** Edmonton, Alberta

**Date Posted** From: 2021-10-19 To: 2050-01-01

**Job** Type: Full-time Category: Utilities

### Description

In order to ensure the health and safety of our teams, EPCOR requires all new hires to be fully vaccinated against COVID-19. Candidates who cannot be fully vaccinated on the basis of a protected legal ground may request an accommodation. We ask all candidates to consider this requirement when applying for a role at EPCOR. Highlights of the job

Are you looking to kick start or grow your Supply Chain career with a dynamic and innovative team  
We are hiring up to one (1) full-time temporary Purchasing Assistant position for up to 3 months working out of Edmonton, AB. As the Purchasing Assistant, you are accountable for the performance of the day-to-day Procurement functions within the Corporate Shared Services Procurement. You will provide purchasing expertise to business partners and achieving compliance with current purchasing and EPCOR policies within specified time frames. What you'd be responsible for

Coordinating, triaging and processing procurement transactions, such as Requisitions and Purchase Orders that meet business requirements; have complete Procurement related forms Creating, revising and managing Blanket Purchase Agreements within Oracle. Maintaining supplier expediting report and ensuring orders placed with vendors arrive as promised and expedite/escalate as required. Ensuring the delivery of optimal results against appropriate performance metrics. When required, assisting with the Competitive Bidding process (RFP/RFQ) and Contract administration in accordance with Purchasing and EPCOR Policies and external trade agreements. Monitoring, responding, and/or actioning all inquiries generated through the Department shared e-mail account(s). Providing timely and responsive customer service to customers, resolving issues and advancing complex concerns as required. Providing supplemental support and emergency back-up for other department administrative functions. Advising and making recommendations to Stakeholders with respect to potential procurement risks and support Stakeholders on the purchase to pay (P2P) processes.

What's required to be successful

A high school diploma or GED is required. A post-secondary education (diploma or degree) in Supply Chain and/or a Purchasing Designation is considered an asset. A minimum of 5 years of administrative experience is required. A minimum of 1 year of Purchasing or Supply Chain Management experience is considered an asset. Understanding of procurement policies, processes

and procedures is considered an asset Experience with negotiating commercial terms and conditions and knowledge of competitive bidding law and trade agreements are definite assets Demonstrated proficiency with the following systems / software: Oracle or similar Enterprise Resource Planning (ERP) software MS Excel (intermediate or higher level of skill preferred) MS Office Suite (Word, Outlook, PowerPoint, and SharePoint)

Other important facts about this job

Jurisdiction: CSU52 Class: A3 Wage: Starting at \$30.57 per hour; placement based on qualifications, credentials and experience; these rates may change subject to ratification of a new Collective Bargaining Agreement Hours of work: 75 hours biweekly Application deadline: October 25, 2021 Learn more about Working at EPCOR! Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.

For more information, visit [EPCOR for Assistant, Purchasing](#)