

Jr Materials Management Specialist

At Carbon Engineering, our vision is to lead the world in the large-scale removal of carbon dioxide from the air and advance our shift to a sustainable carbon-neutral society. Based in the outdoor recreation hub of Squamish, BC, this role will be a great fit for someone who feels passionately about this vision, and who wants to be a part of a fast-paced culture where contributions are noticed.

Position Scope

Reporting to the Materials Management and Supply Chain Specialist, you will be part of the back-office administrative team, providing support for the planning and logistics of the flow of goods and services within the purchasing portfolio. Experience in a purchasing/ supply chain roll or warehousing environment is an asset.

- Recognize and implement best value sources of goods and services
- Communicate with key stakeholders and decision makers
- Contribute to bottom-line efficiency through solid communication and processes.
- Support the full procurement cycle from initial purchasing discussions with stakeholders and vendors through to proper receipt of goods and services and returns of unsatisfactory products as necessary.
- Provide administrative support to multiple departments as required.

Responsibilities

- Create and administer purchases and returns for products, services, and rentals.
- Communicate effectively across multiple disciplines and levels of authority to confirm the accuracy of orders, receipts and inventory.
- Follow up and maintain records for purchases, receipts, shipments, and materials management matters.
- Ensure shipments are received in good condition, cross-reference product deliveries with purchase orders.
- Shipping/receiving duties may include lifting and handling of products for transport and storage and may require the use of shop equipment i.e. dollies, pallet jacks, and a forklift.
- Assist with category management, strategic sourcing, competitive bidding, structured negotiations, supplier performance management, expediting and logistics.
- Assist with the implementation of transportation and distribution strategies, best practices and standards, global logistics, exploration of transportation modes, and reverse logistics. Prior knowledge of NAFTA regulations is an asset.

Qualifications

- Education: Post-secondary education in Purchasing, Procurement and Supply Chain Management or experience.
- Experience: 2+ years of experience in a materials management / administrative role.

- Academics knowledge of productivity improvements based on a systematic, scientific problem solving methods, economic feasibility, recording techniques, assembly and analysis of data, critical examination, and the development and selection of alternative solutions.
- Demonstrated ability to create and administer a task priority list.
- Excellent written and verbal communications skills.
- Familiarity with accounting or purchases management software is an asset.
- A self-starter with the ability to work independently towards multiple deadlines with minimum supervision in a fast-paced environment.
- Thrive on doing things that have not been done before (explorer mindset) and tackling challenging problems.

If this seems like the dream job for you, send your resume to careers@carbonengineering.com and quote "Jr Materials Management Specialist" in the subject line.