



# Bigstone Oilfield Services & Supplies Ltd.

## Bigstone Oilfield Services & Supplies is currently recruiting for a Full-time position of Purchasing.

This position requires a highly detail-oriented individual with strong purchasing and organizational skills, who demonstrates initiative and can work independently with minimal supervision. This position must demonstrate adaptability through excellent written, organizational, communication and computer application skills. This position requires a high degree of confidentiality, integrity and discretion as the incumbent will be privy to and handle sensitive and confidential information and documentation.

### Accountabilities and responsibilities:

1. Expected to live by the Values of the company while working and traveling for the company
2. Directs implementation of complete supply chain management efforts including but not material requisitions from RFQ to MRR, manage procurement activities to ensure project objectives of quality, cost and schedule are met
3. Maintain, monitor, and address exceptions to key performance indicators including weekly purchase price analysis, open order status, on spec and on time delivery and productivity reports and take proactive actions to ensure best pricing, Quality and delivery of products
4. Negotiates with suppliers to improve purchase price and lead times to meet the needs of the Company and the Customer
5. Reviews and approves purchase order placement with suppliers for the best pricing, Quality and delivery of products
6. Meets with suppliers regularly to negotiate improved pricing and reduced lead times
7. Locates alternative and new suppliers to find improved pricing, Quality, and delivery of products
8. Works in collaboration with vendors and/or client to review non conformance, defective or unacceptable goods or services from suppliers, and others to determine source of trouble and take corrective action
9. Create and manage annual purchasing, distribution, mechanics / fabrication shop budgets.
10. Inventory Management including but not limited to directing inventory control initiatives, including physical inventory audits, direct the efforts associated with determining obsolete inventory, support establishing inventory levels by studying supply usage patterns and forecasts, direct the oversight of inventory accuracy through continued analysis, metrics and driving methodical process improvements, direct compliance with Inventory Management Procedures
11. Work with Accounts Payable.
12. Other duties as directed by the General Manager

### Qualifications:

1. A two-years' experience in Purchasing/Supply Chain.
2. Excellent communication (both verbal and written), interpersonal and organizational skills is mandatory.
3. High level proficiency with Microsoft Office, Microsoft 365, and web applications is mandatory.
4. Demonstrated ability to perform detailed work accurately and timely with minimal supervision and as part of a team environment. Ability to prioritize multiple tasks and adapt to changing situations and conditions.

**Closing date: January 31, 2022**

Interested candidates may submit a resume to [jobs@bossltd.ca](mailto:jobs@bossltd.ca) or deliver personally to the BOSS drop box located outside main office.