

Position Description

Title: Purchaser
Reporting To: Manager, Procurement
Division: Electric & Controls
Location: Grande Prairie, Alberta

Tarpon is searching for a Purchaser to join our Purchasing team in Grande Prairie, Alberta. The primary responsibility of the Purchaser is to purchase materials, equipment, supplies and services of a specialized or complex nature in accordance with prescribed purchasing regulations and procedures. The Purchaser will review and analyze purchase requisitions and review quotations. This position requires the use of initiative and independent judgment and a high degree of business acumen to meet Tarpon's core values.

Duties and Responsibilities

- Purchases material for inventory and non-stock items for branches and client orders and assists estimating department by providing pricing for quotations.
- Assists with implementation and management of strategic purchasing initiatives.
- Builds, maintains and strengthens relationships with local vendor network to minimize issues/problems and to maximize supplier value.
- Ensures materials and services are meeting specific time sensitive deadlines.
- Resolves errors on purchase orders as required.
- Investigates and determines reasons for material being received incorrectly or damaged (for non conformances).
- Reviews open purchase orders not printed.
- Files purchase orders.
- Assists with cycle counts.
- Reviews reports for stock outs and expediting open orders.
- Monitors price increases and communicates changes as necessary.
- Assists with stock rotations as needed.
- Reviews line and order points for inventory stock levels.
- Examines and analyzes departmental purchase requisitions for completeness and accuracy of information; contacts department or initiator to clarify or complete information; determines method to process requisition based on dollar amount, timeliness required, existing open contracts, and/or competitive bidding.
- Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as: price, quantity, quality and delivery date and places orders.
- Identifies requesting department's needs and develops and refines specifications for commodities, supplies or equipment.
- Interprets and communicates purchasing procedures to departments, assists departments in initiating requisitions and orders, and solves problems with orders.
- Remains current on technical issues relevant to the business.
- Builds and maintains a core of business contacts in the current markets as well as prospective markets in the business region.
- Complies with standards and procedures of the Tarpon Health and Safety Manual and Occupational Health and Safety Regulations.

Skills, Abilities and Educational Background

- Minimum 5 years industry related experience.
- Solid interpersonal skills, exemplary communication skills, both written and verbal.
- Strong proficiency in Microsoft applications, including Word, Excel and Power Point.
- Established network of contacts within the energy sector.
- Knowledge of purchasing practices and procedures.

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- Knowledge of materials, products and the commodity market in area of specialization.
- Skill in preparing and analyzing complex technical specifications and bids.
- Skill in establishing and maintaining effective working relationships.
- Detail oriented and committed to accuracy.
- Excellent time management and organizational skills.

Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary, a full benefits plan that is effective on the first day of employment and a matching RRSP program. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

To Apply

To apply for this posting, e-mail your **resume and cover letter** to careers@tarponenergy.com. You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., 7020 - 81 Street SE, Calgary, AB T2C 5B8; Fax: 403-265-5825